

Constitution of  
Divine Redeemer Evangelical Lutheran Church  
Delafield, Wisconsin

**PREAMBLE**

It is the will of our Lord Jesus Christ that his disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18-20, Acts 1:8). That Christ's mission for His Church might be 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 4:7-16, 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 (I Corinthians 14:40) in church.

Therefore we, a number of Lutheran Christians living in and near the city of Delafield in Waukesha County and the State of Wisconsin, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of our congregation shall be governed.

**ARTICLE 1: NAME**

The name of this congregation shall be:

**Divine Redeemer Evangelical Lutheran Church**

**ARTICLE 2: MISSION**

"In grateful response to God's grace and empowered by the Holy Spirit through Word and Sacraments, we will vigorously make known the love of Jesus by word and deed within our church, community and the world."

**ARTICLE 3: CONFESSIONS**

This congregation accepts all the canonical books of the Old and New Testaments as the inspired and revealed Word of God, and all the Symbolical Books of the Evangelical Lutheran Church, contained in the Book of Concord of the year 1580, as the correct presentation and true exposition of Christian doctrine drawn from the Holy Scriptures, *viz.*:

1. The Three Ecumenical Creeds, *vis.*: The Apostles', the Nicene, and the Athanasian
2. The unaltered Augsburg Confession
3. The Apology of the Augsburg Confession

4. The Smalcald Articles
5. Treatise on the Power and Primacy of the Pope
6. Luther's Large Catechism
7. Luther's Small Catechism
8. The Formula of Concord

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

#### **ARTICLE 4: SYNODICAL AFFILIATION**

This congregation shall be affiliated with The Lutheran Church - Missouri Synod as long as the confessions and constitutions of said Synod are in accord with the confessions and Constitution of this congregation as stated in Article 3.

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

#### **ARTICLE 5: MEMBERSHIP**

- A. Baptized membership in this congregation is held by all those who are baptized in the Name of the Triune God and are under the pastoral care of its pastor(s).
- B. Communicant membership in this congregation may be held only by those who:
  1. Are baptized in the Name of the Triune God.
  2. Have declared their acceptance of the confessions of this congregation as contained in Article 3 of this Constitution.
  3. Have been accepted into communicant membership in accordance with the Bylaws of this congregation and shall remain faithful to the responsibilities of membership as contained in the bylaws.
  4. Attend divine services faithfully.
  5. Contribute regularly and faithfully, as God has prospered them, toward the building of Christ's Kingdom in the congregation and throughout the world.
  6. Shall as members of this congregation have the parental care of unconfirmed children incumbent upon them to commit such children to proper training in pure Christian doctrine.
  7. Devote their time and talents to the extension of the Kingdom of God.
  8. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.

9. Are not members of any organization (secret, or oath bound society) in conflict with the confession of Faith stated in Article 3 of this Constitution (II Corinthians 6:14-18).
- C. Voting members are communicants, male and female, who have reached the age of 18, who have been accepted by the Voter's Assembly, and have read and submitted to the Constitution and Bylaws of the congregation, and who have signed the voter's registration log.
- D. The membership, and membership privileges, of each communicant member shall remain in force so long as the member shall maintain eligibility according to the nine points in Article 5, Section B and shall meet the requirements stated in provisions of the Bylaws. A member who voluntarily severs connection with this congregation, or who has been released or transferred, or who has been excommunicated or excludes oneself according to the provisions of the Bylaws, shall be deemed to have terminated membership in this congregation along with all rights and privileges of such membership.

## **ARTICLE 6: ORGANIZATION**

### **A. General**

This congregation shall be represented by and administer all its affairs through its body of voting members known as the Voters' Assembly. Only communicant members who have qualified according to the membership provisions of the Bylaws shall be received as voting members of the congregation.

This congregation, acting through the Voters' Assembly, and subject to the limiting provisions and regulations of this Constitution and its associated Bylaws, shall have supreme power in the administration of its affairs. It is not empowered, however, to decide anything contrary to the Word of God and the confessions of the Lutheran Church (Article 3) and any such decisions shall be null and void.

The Voters' Assembly shall delegate to the Board of Directors authority to conduct and perform the acts and affairs of this congregation in accordance with responsibility provisions of the Bylaws in its stead between Annual meetings of the Voters' Assembly.

No duly elected Officer of this congregation, member of the Board of Directors, member of the Committee on Lay Eldership, or member of the Ministry Staff shall have any power or authority beyond that conferred upon them by the congregation acting through its Voters' Assembly. Specially delegated rights and

powers shall be subject to revision or complete withdrawal by the Voters' Assembly at its discretion.

### **B. Officers of the Congregation**

The officers of the congregation shall consist of a President Elect, a President, and an Immediate Past President, elected from among the voting members in accordance with the Bylaws of the congregation.

### **C. The Board of Directors**

The Board of Directors shall be comprised of the Officers, six (6) other voting members elected by the congregation (or appointed to fill vacancies as provided in the Bylaws), the Administrator and the Executive Pastor, who serve as permanent non-voting members. The Executive Pastor can serve in both capacities if appropriate, and approved by the Board of Directors.

### **D. Ministry**

The Ministry Staff shall carry out their duties in accordance with the policies and directives established by the Board of Directors.

### **E. The Committee on Lay Eldership**

This committee is to assist the Pastoral staff in carrying out the pastoral ministry (i.e. discharging the pastoral functions, dealing with matters of spiritual authority and discipline, and serving as a source of advice for the Pastoral staff).

Qualifications for the committee on Lay Eldership include:

- Are male.
- Have proven themselves faithful to the Lord and His church.
- Regularly participate in the worship and educational life of our congregation.
- Undertake personal spiritual disciplines for the development of their own faith lives and strive to live a life consistent with 1<sup>st</sup> Timothy 3.
- Are not on the payroll of the congregation.

### **Article 7: BONDING**

All elected and appointed persons responsible for the receiving, counting, or disbursement of congregational funds shall be bonded by the congregation.

## **ARTICLE 8: PASTORS AND OTHER CALLED SERVANTS**

### **A. Eligibility**

Only such candidates shall be elected and called to serve as pastors, or as called servants, who profess acceptance of, and pledge faithful adherence to, the confessions of this congregation as set forth in Article 3 of this Constitution, and are qualified, endorsed, and a member of the Synod.

### **B. Tenure**

In the absence of adequate cause for dismissal, as defined in the Bylaws associated with this Constitution, the tenure of an elected and called pastor, or other called servant, under a "Tenured Call" shall be the remainder of his active life, or until the Lord calls him into another field of service.

For a called servant (other than a pastor) issued a "Non-tenured Call," a specific point of termination or reconsideration will be included in the call documents themselves.

## **ARTICLE 9: AUXILIARY ORGANIZATIONS**

Auxiliary organizations may be formed within the Congregation only with the express approval of the Voters' Assembly, and all shall have as their ultimate objective the glory of God and the extension of His Kingdom through Christian service in the congregation, the community and the world. Such organizations shall be under the supervision of the Board of Directors with the counsel of the Pastor(s).

Each auxiliary organization shall develop bylaws, rules and regulations for its organization and operation. The Board of Directors shall have authority to adopt and amend such bylaws. An approved copy of the bylaws for each organization shall become part of the Policy Manual of the congregation. Only communicant members of this congregation shall be officers of such organization.

## **ARTICLE 10: PROPERTY RIGHTS**

If, at any time, a separation should take place within this congregation, the advice of the officers of the District and Synod shall be sought. If, despite all efforts to reconcile differences in peace and love, a division into factions of the congregation should occur, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere in confession and practice to Articles 3, 4, 5, and 8 of this Constitution. If no

doctrinal issue is involved in the separation, the property of the congregation and all benefits therewith connected shall remain with the majority of the members.

In the event of dissolution of the congregation, or its successor, all net assets shall be conveyed to and become the property of the South Wisconsin District of The Lutheran Church - Missouri Synod, or its successor.

#### **ARTICLE 11: VALIDITY OF RESOLUTIONS**

All congregation matters shall be decided by a simple majority of votes cast in a properly convened meeting of the Voters' Assembly, except as otherwise provided in this Constitution and its associated Bylaws for dealing with certain situations or matters therein specifically mentioned and defined.

#### **ARTICLE 12: BYLAWS**

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

#### **ARTICLE 13: AMENDMENTS**

This Constitution may be changed or amended, by a three-fifth (3/5) majority of the votes cast in a properly convened meeting of the Voters' Assembly. Amendment(s) may be proposed by resolution of the Board of Directors or petition by a minimum of thirty (30) voting members. The proposed amendment(s) must be presented in writing at a meeting of the Voters' Assembly prior to the meeting established for the adoption vote. The purpose and nature of the proposed change(s) to be acted upon must be publicized to the congregation at least 14 days in advance. Reference to the proposed change(s) must be made in church services on the two weekends prior to the meeting for adoption.

## **BYLAWS OF DIVINE REDEEMER EVANGELICAL LUTHERAN CHURCH**

### **ARTICLE 1: MEMBERSHIP**

#### Section 1: Admission

**A. Baptized Members:** Baptized members are received through the Sacrament of Holy Baptism or through the consent of one or both parents in the case of children who have been baptized in another Christian congregation.

**B. Adult Members:** Adult members are received through the rite of confirmation and Sacrament of Holy Baptism as appropriate, through transfer from a sister congregation, or through profession of faith or reaffirmation of faith.

#### Section 2: Privileges/Responsibilities

In Christian love, it is the privilege and responsibility of members of this congregation to:

- a. Grow in the Christian faith and life through regular use of the means of grace.
- b. Search in the Scriptures at home and in congregational fellowship.
- c. Partake in the Lord's Supper frequently.
- d. Live a morally decent life before God and men, abstaining from open works of the flesh (Gal. 5:18-21), and so conduct themselves at all times as to bring credit upon the Church of Jesus Christ.
- e. Provide for the Christian training of their children by instruction at home and through the agencies of the Church.
- f. Contribute regularly toward the maintenance of the mission and ministry of the Kingdom of God at home and abroad as God has blessed them.
- g. Place their God-given talents and abilities at the disposal of the congregation so that the purposes of the congregation may be fulfilled.
- h. Accord those in Pastoral Office, Minister of Religion, and Associate in Ministry positions honor and love as they carry out their various ministries; support their work with diligence and faithful prayers; and help them in the discharge of their duties in every possible way.

#### Section 3: Termination

**A. Transfer:** A member desiring transfer to another Lutheran congregation shall present a request to the Pastor(s). A letter of transfer will be issued

upon approval by the Pastor(s) whose actions will subsequently be approved by the Board of Directors.

- B. **Joining other Churches**: In cases where members join congregations outside our own fellowship, they shall, upon the decision of the Pastor(s) and Board of Directors, be considered to have terminated their membership in this congregation and their name(s) shall be removed from the membership list.
- C. **Whereabouts Unknown**: The names of members whose whereabouts are unknown and cannot be established within a period of 12 months shall be removed from membership upon the approval of the Board of Directors
- D. **Self-Exclusion**: Any member who deliberately absents him/herself from the congregation, rejects admonition and refuses to meet with the Pastor(s) or any group designated by the Pastor(s) to discuss such conduct has thereby excluded him/herself. Upon the recommendation of the Pastor(s), approval by the Board of Directors, and ratification of the Voters' Assembly, such a person shall be removed from the membership roll by reason of self-exclusion.
- E. **Excommunication**: Communicant member(s) who conduct themselves in an un-Christian manner shall be admonished according to Matthew 18:15-20. If they remain impenitent after admonition, the Pastor(s) shall recommend excommunication to the Board of Directors. If the Board of Directors agrees, it shall present each case individually to the Voters' Assembly for decision and a unanimous vote shall be required for such action.

A person whose communicant membership has been terminated for any reason has forfeited all rights of a member of the congregation and all claims upon the property of the congregation as such, or upon any part thereof, so long as he/she is not reinstated into membership.

#### Section 4: Restoration

Self-exclusion or excommunication terminates membership, but does not deny the right to attend and participate in worship. As soon as evidence of penitence and a desire to be received into fellowship again, such person shall be received as quickly as possible upon approval by the Pastor(s) and action by the Board of Directors.



## **ARTICLE 2: VOTING MEMBERSHIP**

### Section 1: Eligibility

Adult Communicant members of the congregation both male and female shall be eligible to become voting members. Written application shall be made to the Pastor(s) or one of the Elders. The applicant shall have read and submitted to the Constitution and Bylaws of the congregation which shall be made available to them. At the next meeting of the Voters' Assembly following application with the applicant present, the Pastor or Elder shall present the application. Upon affirmation of their intention to fulfill the responsibilities of membership to the best of their ability and upon majority vote of the voting members present, they shall sign the voters' registration log, at which time the applicant shall be declared a voting member at that meeting of the Voters' Assembly approving the applicant.

### Section 2: Privileges/Responsibilities

In Christian love, it is the privilege and responsibility of voting members to:

- a. Prayerfully exercise the rights of suffrage in all measures that will advance the mission and ministry of God's Kingdom at home and abroad.
- b. Willingly serve in any office or capacity for which their God-given talents or abilities equip them.
- c. Assist in administering the temporal and spiritual affairs of the congregation.
- d. Encourage eligible communicant members who are not yet voting members to accept the responsibilities and privileges of hip through personal example, friendly interest and judicious counsel.

## **ARTICLE 3: DISCIPLINE**

### Section 1: Provisions Pertaining to Church Officers and Board of Directors

Any person holding an elected position of the congregation who neglects the duties of such office may be removed by a three-fifths (3/5) majority vote of the voting members present in a meeting of the Voters' Assembly. The Board of Directors shall initiate such disciplinary action.

### Section 2: Provision Pertaining to the Pastors and Other Called Servants

- a. In Christian love and lawful order, any called worker may be removed from office by the Voters' Assembly,

Amended 31 May 2015 at the Voters' Assembly

for any of the following reasons: persistent adherence to false doctrine, immoral life, willful neglect of duties, or inability or incapacity to carry out their office as included in the Bylaws (Article 5), the applicable Call document and the position description.

- b. Charges on any of these counts shall be carefully investigated by the Committee on Lay Eldership. Should such charges be substantiated by clear evidence, and after consultation with the District President or his designated representative, the Committee on Lay Eldership shall inform the Board of Directors of the finding, and the Board of Directors shall notify the voting members of the situation and submit the matter for action at a special meeting of that body. Such meeting shall be announced by mail at least two weeks in advance of the meeting and at regular worship service(s) on the preceding two weekends. All voting members shall be notified of such a meeting by mail at least two weeks in advance. A three-fifth (3/5) majority vote of the voting members present at a Voters' Assembly (Bylaws Article 4, Section 5) shall be required to remove any divinely called servant from office.

#### **ARTICLE 4: VOTERS' ASSEMBLY**

##### Section 1: Responsibility

The Voters' Assembly is the holder of the priesthood (I Peter 2:5 & 9) and of all congregational authority. It shall consist of voting members of the congregation and be empowered to administer and manage its affairs and supervise the establishment and the conduct of all organizations and societies within the congregation.

The Voters' Assembly shall delegate to the Board of Directors authority to conduct and perform all acts and affairs of the congregation in its stead between annual meetings of the Voters' Assembly, except that such authority shall not include the following:

1. Amend the Constitution or Bylaws;
2. Call (election) of a Pastor or other divinely called servant; or
3. Modify the investment in church property (i.e., buy/sell real estate, major alteration (non-maintenance) to church property costing in excess of five percent (5%) of the current year's approved operating budget less debt reduction services.
4. Church discipline

The Voters' Assembly also empowers the Board of Directors to delegate the administration of the day-to-day operations of the congregation in accordance

with policies and directives established by the congregation and the Board of Directors.

Members of the Voters' Assembly may attend meetings of the Board of Directors as observers, other than those portions of any meeting where the purpose is to discuss personnel-related matters or any issue or matter where the President determines that such a meeting or portion thereof must be closed in order to preserve the privacy of individuals.

### Section 2: Annual Meetings

Annual meetings of the Voters' Assembly shall be held in the 3<sup>rd</sup> and 4<sup>th</sup> quarters of each calendar year. The 3<sup>rd</sup> quarter Voters' Assembly shall include the acceptance of the budget (1<sup>st</sup> quarter of the fiscal year), and the 4<sup>th</sup> quarter meeting shall include election of officers and Directors.

All communicant members of the congregation may attend meetings of the Voters' Assembly and may, with the consent of the voting members, submit recommendations and participate in discussion of the given item of business before the Voters' Assembly.

Dates and times of annual meetings of the Voters' Assembly shall be set by the Board of Directors. Every meeting shall be announced at the worship services on the two weekends preceding the date of the meeting.

### Section 3: Special Meetings

Special meetings of the Voters' Assembly may be called by the Board of Directors upon its own motion, at the request of the Pastor(s) or by petition in writing by a minimum of thirty (30) voting members.

Notice of the date and time of special meetings and the nature of the business to be transacted shall be announced at (a) worship services on two weekends immediately preceding the meeting or (b) by written notice in a mailing at least three (3) days in advance of the meeting and announcement at the worship services on the weekend immediately preceding such meeting. Only such business as is announced shall be conducted at a special meeting.

### Section 4: Order of Business

The order of business of the Voters' Assembly meetings shall be as established by the President, or designee acting in the President's capacity, unless these Bylaws provide to the contrary. Questions or parliamentary procedure not

governed by the Bylaws shall be decided by Robert's Rules of Order, latest edition.

#### Section 5: Restrictions Pertaining to Meetings

- A. Voting members in attendance at a properly called meeting of the Voters' Assembly shall constitute a quorum, except that a minimum of seventy-five (75) voting members shall be required for a quorum to conduct business specifically noted in Article 4, Section 1, above.

In the absence of a quorum of voting members to conduct business of the type noted in Article 4, Section 1, above, a special meeting may be called in accordance with these Bylaws (Article 4, Section 3). At such special meeting, the voting members present shall constitute a quorum.

- B. All matters of business shall be decided by a simple majority vote of the voting members present, except those matters noted in Article 4, above, which shall be decided by a three-fifth (3/5) majority vote. In the event of a tie vote on matters requiring only a simple majority, the President, or designee in his/her absence, shall cast the deciding vote.
- C. Only votes cast in person at the time of the calling voting action shall be recognized.

### **ARTICLE 5: THE PASTORAL OFFICE, MINISTER OF RELIGION AND ASSOCIATE IN MINISTRY OFFICES**

#### Section 1: General

The Pastoral Office, Minister of Religion and Associate in Ministry Offices include all staff members who are called or contracted by this congregation to carry out Christ's mission. Upon being installed into office, each such staff member is obligated to uphold the teachings of the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of 1580.

Descriptions of the functions and responsibilities of and qualifications for Pastoral Office, Minister of Religion and Associate in Ministry positions (also known as position descriptions) shall be approved by the Voters' Assembly and included in a manual of congregational policies maintained by the Board of Directors (Bylaws Article 8).

#### Section 2: The Pastoral Office

The Pastoral Office is the authority conferred upon pastors by God through a divine call of a congregation to exercise in public office the common rights of spiritual priesthood in behalf of all. The Pastoral Office is the primary office in the congregation from which all other offices of the congregation issue. In calling a Pastor to preach the Word of God and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood. This is the privilege and responsibility of all members of the church.

Upon being installed, the Pastor(s) as a servant and steward of God and also of the congregation is authorized and obligated to:

- a. Proclaim the Word of God;
- b. Administer the sacraments;
- c. Discharge toward all members of the congregation all the functions of a minister and caretaker of their souls;
- d. Spiritually guard the welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion.
- e. Guide the congregation in applying the divinely ordained discipline of the church;
- f. Provide spiritual guidance for the congregation as it pursues its mission in accordance with Article 3 of the Constitution;
- g. Provide spiritual leadership and oversight to the educational agencies and the various adult and youth organizations within the congregation, particularly in religious instruction;
- h. Discharge faithfully all other duties that the Holy Scriptures lay on the office of the ministry.

In addition, Pastor(s) and called ministry staff may have special areas of focus and responsibility for ministry as outlined in their call documents and/or position descriptions.

Section 3: Minister of Religion the Minister of Religion office is the authority conferred upon a person by God through a divine call of the congregation to perform the duties associated with this office according to the Word of God and the needs of the congregation. The person shall be a commissioned minister who adheres to the confessional standard set forth in this constitution, is qualified for the work of the ministry to which they are called, and has been endorsed by and is a member of The Lutheran Church – Missouri Synod.

Minister of Religion offices shall be established by the Voters' Assembly and may include, but not be limited to the following:

Minister of Education

Amended 31 May 2015 at the Voters' Assembly

Minister of Music  
Lay Minister  
Principal  
Teachers

#### Section 4: Associate in Ministry Offices

The Associate in Ministry Office is the authority conferred upon a person by the Board of Directors through a contract to perform the duties associated with this office according to the Word of God and the needs of the congregation. The person need not be synodically trained.

Associate in Ministry Offices shall be established by the Board of Directors and may include, but not be limited to the following:

Principal  
Teachers  
Minister of Spiritual Gifts  
Minister of Stewardship  
Business Manager  
Administrator

#### Section 5: Procedure for Calling Pastors and Other Called Servants for the Pastoral Office, Minister of Religion and Associate in Ministry Offices Positions

The calling or contracting of servants for Associate in Ministry positions shall be the responsibility of the Administrator in concert with the Executive Pastor with the approval of the Board of Directors. The Executive Pastor shall be called using Form A only. The calling of other Pastor(s) or a Minister of Religion shall be by either of the following forms:

##### Calling Form A

1. Acting on behalf of the Voters' Assembly, a Call Committee shall be appointed by the Board of Directors. This Committee shall consist of one (1) Director and at least three (3) other non-board voting members. The chairperson shall not be the Board member.
2. Having requested names of potential candidates from members of the congregation, consulted with the Board of Directors and also with the President of the District, the Call Committee shall prepare a slate of candidates to be presented at a meeting of the Voters' Assembly.

3. The slate of candidates, including a brief description of same, shall be published in the church bulletin for at least two weekends, except that one such weekend publication in the Church bulletin shall be sufficient if, prior thereto, each Voting Member has been notified by letter of the final slate.
4. At a regular or special meeting of the Voters' Assembly, election shall proceed by ballot. A candidate shall be considered elected after receiving at least three-fifth (3/5) majority on a ballot. The slate of candidates shall be reduced to not less than one-half the number on the previous ballot by removing the names of candidates who received no, or the least number of votes. If after the slate has been reduced to only two names, neither candidate receives the necessary three-fifth (3/5) majority, the election shall be null and void and the Voters' Assembly shall direct the Call Committee to prepare a new slate of candidates or direct the Board of Directors appoint a new Call Committee to do so.
5. The Call Committee may, at a meeting publicized in accordance with (3) above, recommend to the Voters' Assembly that it calls a graduate of the seminary as appointed by Synod's Board of Placement. The Voters' Assembly may, subject to provisions of Article 5 of the Bylaws, accept or reject the recommendation. If the recommendation is rejected, the Voters' Assembly shall direct the Call Committee to prepare a slate of candidates or direct that the Board of Directors appoint a new Call Committee.
6. It shall be the duty of the President to see that notice of election is delivered promptly to the successful candidate.

#### Calling Form B

1. Acting on behalf of the Voters' Assembly, a Call Committee shall be appointed by the Board of Directors. This Committee shall consist of one (1) Director and at least three (3) other non-Board voting members and the Administrator or his designated representative. The chairperson shall not be the Board member, the Pastor or his representative.
2. Having requested names of potential candidates from members of the congregation, consulted with the Board of Directors and also with the President of the District, the Call Committee shall prepare a slate of candidates.
3. The slate of candidates, including a brief description of same, shall be published in the Church bulletin for at least two weekends, except that

- one such weekend publication in the Church bulletin shall be sufficient if, prior thereto, each Voting Member has been notified by letter of the final slate.
4. With recommendations from the Ministry Staff, the Call Committee shall select at least one candidate for recommendation to the congregation.
  5. At a regular special meeting of the Voters' Assembly, election shall proceed by ballot. A candidate shall be considered elected after receiving at least three-fifth (3/5) majority on a ballot. The slate of candidates shall be reduced to not less than one-half the number on the previous ballot by removing the names of candidates who received no, or the last number of votes. If after the slate has been reduced to only one name, the candidate does not receive the necessary three-fifth (3/5) majority, the election shall be null and void and the shall direct the Call Committee to prepare a new slate of candidates or direct the Board of Directors to appoint a new Call Committee to do so.
  6. It shall be the duty of the President to see that notice of election is delivered promptly to the successful candidate.

## **ARTICLE 6: ELECTION OF OFFICERS AND BOARD OF DIRECTORS**

### Section 1: Nomination Procedure

Approximately four months prior to the annual meeting, the President shall name and the Board of Directors will approve the appointment of the Nominating Committee consisting of a minimum of four (4) qualified non-board voting members. Such action shall be published in the worship bulletin along with the notice that names of potential candidates may be submitted to the committee.

The Nominating Committee shall prepare a slate of qualified candidates who are 18 years or older from among communicant members of the congregation who exhibit the qualities as outlined in 1<sup>st</sup> Timothy 3 and who seek God's will in all Board related actions. Candidates should also seek unity with fellow board members and show respect for the body of Christ as prescribed in Scripture.

Members of the Called or Contracted positions of the congregation and other paid staff members shall not be eligible to serve in elected positions of the congregation, unless designated specifically in the Bylaws.

A slate of candidates shall be published in the church bulletin on a weekend at least three weeks prior to the Annual meeting. Any communicant member of the congregation may submit names of additional qualified candidates for inclusion



on the slate, and such names shall be placed in nomination along with the candidates already chosen provided:

1. Such names shall have been submitted at least 14 days before the date of the Annual meeting, and
2. The Nominating Committee, in consultation with Pastor(s) and the Board of Directors shall have determined that the proposed candidates are spiritually eligible for office and willing to serve.

A final slate of candidates shall be published in the church bulletin on the weekend preceding the Annual meeting.

### Section 2: Election Procedure

From the published final slate of the candidates, they shall elect the following on an annual basis:

1. President-Elect
2. Two (2) Board of Directors for regular terms of office.

### Section 3: Terms of Office

Newly elected Officers and Board members shall assume the duties of office as of the first day of the month following the Voter's Meeting, after installation in worship services. The terms of office shall be as follows:

- a. Term of office of the President (including the roles of President - Elect, President and Immediate Past President), shall be three (3) years.
- b. Terms of office for Directors shall be three (3) years.

Officers and Directors may succeed themselves in the same office by election only once.

### Section 4: Filling of Vacancies

When a position of an elected Officer or Director is made vacant for any reason, a successor shall be elected by the voting membership at the next Annual meeting of the Voters' Assembly to fill the unexpired term unless the position has already been filled by the board from the pool of nominated and vetted candidates from the previous year's election.

If a sitting board member (or members) choose(s) to run for President Elect or President (in the case of a vacancy) and is elected to such a position, then the board candidate(s) with the next highest number of votes (behind those elected

to the open board seat(s)) will complete the remainder of the sitting board member's term(s). If the sitting board member(s) is/are not elected to the officer position(s), they will retain their board seat(s).

## **ARTICLE 7: DUTIES OF THE OFFICERS**

Officers of the Board are in the service of the Board. As such they are bound by Board wishes and by limits of Board authority.

A detailed description of the duties and responsibilities of the officers (including details of responsibilities for the President Elect, President and Immediate Past President) will be included in a manual of congregational policies maintained by the Board of Directors (Bylaws Article 8,).

### Section 1: President

The President shall:

- a. Preside at all meetings of the Voters' Assembly and shall call and preside over meetings of the Board of Directors.
- b. Assure the integrity of Board process including effectiveness of meetings and the Board's adherence or its own rules.
- c. To the best of his ability, enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the Voters' Assembly and sign all legal documents on behalf of the congregation.
- d. With the approval of the Board of Directors, appoint members of the Policy Advisory and Ad Hoc committees in accordance with Article 9 of the Bylaws.
- e. At the direction of the Board of Directors, call special meetings of the Voters' Assembly.
- f. Be an ex-officio non-voting member of all committees, auxiliaries, groups, etc., in the congregation and shall be welcome at all their meetings either in person or represented by such person(s) she/he may appoint.

### Section 2: President-Elect

The President Elect shall:

- a. Serve as the Secretary.
  - i. Keep record of the Board's Policies and be responsible to the Board for reporting on and noting any inconsistencies of Board actions.

- ii. Sign legal documents on behalf of the congregation where more than one signature is required.

### Section 3: Immediate Past President

The Immediate Past President shall:

- a. Act for and in the stead of the President in his absence and be available for whatever duties the President may assign.
- b. Lead the Board's annual planning process.

Note: The financial Review Committee, a permanent committee of the board, (which consists of members of the congregation and a board appointed board member serving as committee chairperson) shall have the role to provide a monthly financial review of the CFO monthly report and to provide a summary of their review to the Board each month).

At the expense of the congregation the acting Chief Financial Officer (CFO) shall furnish a security bond in the amount designated by the congregation.

## **ARTICLE 8: FUNCTIONS, POWERS AND ORGANIZATION OF THE BOARD OF DIRECTORS.**

As empowered by the Constitution (Article 6) and Bylaws (Article 4, Section 1) the Board of Directors shall conduct and perform acts and affairs of the congregation in its stead between Annual meetings of the Voters' Assembly.

The Board of Directors shall:

- a. Fulfill the responsibilities of the "Board of Trustees" for the congregation as this term is used in Chapter 187 of the Wisconsin Statutes;
- b. Be responsible for establishing, in concert with the Executive Pastor and Administrator, a long term congregational vision and plan, and policies necessary to direct the overall program of the congregation for the furtherance of Christ's Kingdom in our midst;
- c. Complete performance reviews for the Administrator and Executive Pastor in accordance with Article 5, Section 1;
- d. Maintain financial integrity of the congregation;
- e. Encourage the Pastor(s), Called servants, and Associates in Ministry Offices (Bylaw Article 5, Section 1) in their work through prayer, word and action and provide for the spiritual and physical health and welfare of such individuals;

- f. Recommend to the Voter's Assembly along with the Pastor(s) discipline within the congregation with respect to all matters of membership of the congregation as provided in the Constitution and Bylaws;
- g. Authorize the administration of the day-to-day operations of the congregation in accordance with its own policies and directives and those established by the congregation through its Constitution and Bylaws.
- h. Appoint and supervise an Administrator to manage the day-to-day affairs of the congregation.
- i. Be responsible for establishing policies necessary to direct the Administrator.
- j. Direct the calling of special meetings of the Congregation as they are requested by the Pastor(s) or voting members;
- k. Be responsible for the receiving of and acting upon, if necessary, feedback and/or complaints from members of the congregation regarding all aspects or its operations;
- l. Establish appropriate Policy, Advisory, Ad Hoc (i.e., Nominating, Auditing, Call, etc.) committees and approve the appointment of members;
- m. Appoint persons to fill unexpired terms of members of the Board of Directors;
- n. Be available for any additional functions which they may confer on.

A detailed description of the duties of the Board of Directors is included in a manual of congregational policies.

The Board of Directors will be responsible for maintenance of a manual of congregational policies to assist in the uniform and consistent administration of affairs of the congregation. Such a manual shall not include any provision contrary to this Constitution and Bylaws concerning membership in the congregation, the rights and duties of persons holding office, Board of Directors and Pastors or other called servants, or create any contract rights not otherwise authorized in a manner set forth by this Constitution and Bylaws.

The Board of Directors shall meet monthly. Additional meetings may be called by the President as required.

**ARTICLE 9: POLICY ADVISORY COMMITTEES**

Policy Advisory Committees shall be appointed as needed and appropriate to permit the Board of Directors and the Executive Pastor and Administrator, respectively, to exercise their responsibilities effectively in conducting the activities and programs of the congregation.

A member of the Board of Directors shall serve as liaison member of each Policy Advisory Committee. Similarly, the Executive Pastor and Administrator may appoint liaison members for each Policy Advisory Committee.