

11/23/20

**CONSTITUTION**  
**OF**  
**SHEPHERD OF THE SPRINGS LUTHERAN CHURCH**  
**COLORADO SPRINGS, COLORADO**  
**(October 2004)**

## **PREAMBLE**

It is the will of our Lord Jesus that Christians join together with one another to worship Him (Hebrews 10:24-25), to hear His Word and participate in His Sacraments (John 8:47; Luke 10:16; John 3:5,6; Luke 7:30; Matthew 26:36,28; Mark 14:22,24; Luke 22:19,20; I Corinthians 11:24,25), to practice fellowship with one another (Acts 2:42; I John 1:7), to carry out the Great Commission (Mark 16:15; Matthew 28:18-20), to administer the Office of the Keys (John 20:21-33; Matthew 18:15-20), and to maintain decency and order in His Church (I Corinthians 14:40).

Therefore we, a group of Lutheran Church - Missouri Synod Christians living in and near Colorado Springs, accept and subscribe to the following Constitution and Bylaws, in accordance with which all spiritual and material affairs of the congregation shall be governed.

## **ARTICLE 1: NAME**

The name of this Congregation shall be Shepherd of the Springs Lutheran Church. This Congregation is located in the City of Colorado Springs, in the County of El Paso, in the State of Colorado. The official name of any entity, agency, or activity under the authority of the congregation shall include the words, "Shepherd of the Springs Lutheran."

## **ARTICLE 2: CONFESSION**

This Congregation accepts all the canonical books of the Old and New Testaments as the inspired, inerrant, and revealed Word of God. We accept 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. These 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 Large Catechism.
6. Luther's Small Catechism.
7. The Formula of Concord.

## **ARTICLE 3: SYNODICAL AFFILIATION**

This Congregation shall be affiliated with The Lutheran Church - Missouri Synod as long as this Congregation recognizes that the Confessions, Constitution and Practices of The Lutheran Church - Missouri Synod are in accord with the Confession and Constitution of this Congregation as laid down in Article 2.

This Congregation shall, to the best of its ability, cooperate with The Lutheran Church - Missouri Synod and assist it in effecting all sound measures intended for the building up of the Kingdom of God.

## **ARTICLE 4: MEMBERSHIP**

### **1. Definition of Membership**

1. Baptized Members are all who have been baptized in the name of the Triune God and who are under the spiritual care of this Congregation, including the children who have not yet been confirmed.
2. Communicant Members are those who:
  - a. Are baptized in the name of the Triune God.
  - b. Are instructed in the Word of God and who are capable of examining themselves in preparation for Holy Communion (I Corinthians 11:28-29).
  - c. Have declared their acceptance of the Confessions of this Congregation as contained in Article 2 of this Constitution.
  - d. Have been accepted into Communicant Membership in accordance with the Bylaws of this Congregation and who remain faithful to the responsibilities of membership as contained in these Bylaws.
  - e. Do not live in manifest works of the flesh (Galatians 5:19-21), but lead a Christian life.
  - f. Are not members of a secret society or of any other organization conflicting with the Word of God and the conduct of a Christian (II Corinthians 6:14-18).
3. Voting Members are those Communicant Members who are qualified according to the Voting Membership provisions of the Bylaws. The total body of all the Voting Members shall constitute the Voters Assembly.

### **2. Duties of Members**

Members of the Congregation shall conform their entire lives to the rule of God's Word. To that end, members should make diligent use of the Means of Grace, exercise faithful stewardship of God's many gifts and talents, impart and accept fraternal admonition as the need of such admonition becomes apparent, and be readily available for service in the Kingdom of Christ within and beyond the Congregation.

### **3. Termination of Membership**

The membership, and membership privileges, of each member shall remain in force so long as each member shall maintain eligibility according to Section A of this Article and shall meet the requirements stated in the disciplinary, or other provisions, of the Bylaws. Any member who has been transferred, released, self-excluded himself/herself according to the provisions of the Bylaws, or who has been excommunicated, shall be deemed to have terminated membership in this Congregation, along with all rights and privileges of such membership.

## **ARTICLE 5:ORGANIZATION**

### **1. Voters Assembly**

The Voters Assembly shall be the governing body of this Congregation and shall be empowered to administer and manage all its affairs.

All Congregational matters shall be decided by a simple majority vote of the Voting Members present at a properly convened meeting of the Voters Assembly, except as otherwise provided in this Constitution and its associated Bylaws for dealing with certain situations specifically mentioned and defined. Matters of doctrine and conscience shall be decided only on the basis of the Word of God.

The right of calling Pastors, Teachers, or Directors of Christian Education shall be vested in the Voters Assembly and shall not be delegated.

### **2. Executive Council**

The Executive Council (EC), acting as the representative of the Voters Assembly, shall be responsible for overseeing and coordinating the day to day activities of the Congregation. The Voting members of the Executive Council shall consist of the Pastor(s), the President who shall vote only in case of a tie, the Vice-president, the Secretary, the Treasurer, and the Chairman of each Congregational Board as listed in Section D of this Article. These shall hold a position on the Executive Council by virtue of their call or election by the Voters Assembly or by appointment by the Executive Council as specified in the Bylaws, so long as their term of office continues.

### **3. Officers of the Congregation**

The Officers of the Congregation shall consist of a President, a Vice-president, a Secretary and a Treasurer elected from among the Voting Membership in accordance with the Bylaws of the Congregation.

### **4. Congregational Boards**

#### **1. BOARD OF ELDERS**

2. BOARD OF SPIRITUAL DEVELOPMENT
3. BOARD OF FRATERNAL ACTIVITIES
4. BOARD OF CHURCH ADMINISTRATION

**5. Duties and Limitations**

Only Voting Members of the Congregation as described in Article 4, Section A, may serve in an elected position. Women may hold any of these positions that are not directly involved in the specific functions of the Pastoral Office (Preaching, the Public Administration of the Sacraments, Church Discipline) and as long as this service does not violate the Order of Creation (usurping authority over men). Accordingly, they shall not serve as Pastor, as a member of the Board of Elders, as President, or as Vice-president.

The Pastor(s) (or Pastoral Assistants when acting as a representative of the Pastoral office) and President of the Congregation (or Vice-president when acting as the President's representative) may attend any or all meetings related to Congregational activity of any kind, but their right to vote shall be limited to such Board(s) on which they hold voting membership.

## **ARTICLE 6: PASTORS, TEACHERS AND DIRECTORS OF CHRISTIAN EDUCATION**

Only such candidates shall be called to serve as a Called Professional Church Worker, who profess acceptance of, pledge adherence to, and practice the Confessions of this Congregation as set for in Article 2 of this Constitution. Only male candidates who are members of and certified by The Lutheran Church - Missouri Synod shall be called to serve as Pastors (I Timothy 3:1-7).

In the absence of adequate reason for dismissal as defined in the Bylaws, the term of office of a Called Professional Church Worker shall be the remainder of his active life, until the Lord calls him into another field of service or until such time as the position is eliminated.

## **ARTICLE 7: SOCIETIES**

Societies may be organized within the Congregation with the expressed approval of the Executive Council. Decisions, enactments, or performance by these societies shall be invalid if these actions conflict with this Constitution or its associated Bylaws. The Pastor(s) and President, by virtue of their offices, shall be an advisor for all societies within the Congregation.

## **ARTICLE 8: PROPERTY RIGHTS**

If, at any time, a division should develop for any reason within this Congregation resulting in separation into factions, the advice of the officers of District and Synod shall be sought. If, despite all efforts to resolve differences in peace and love, a division into factions of the Congregation does 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 Article 2 and 3 of this Constitution. If total dissolution of the parish should occur, then the property shall revert to and be deeded to the Rocky Mountain District of The Lutheran Church - Missouri Synod.

## **ARTICLE 9: AMENDMENTS**

This constitution may be changed or amended by a two-thirds majority of the votes cast in a properly convened meeting of the Voters Assembly, provided that the intention to amend the Constitution and the wording of the proposed amendments shall be distributed to the Congregation assembled for worship on the two Sundays prior to the date upon which the amendment is presented for action. No revision, alteration or repeal of any Article of this Constitution may be made that conflicts with Holy Scripture or the Symbols of The Lutheran Church - Missouri Synod as mentioned in Article 2 of this Constitution.

11/23/20

**BYLAWS OF THE CONSTITUTION  
OF  
SHEPHERD OF THE SPRINGS LUTHERAN CHURCH  
COLORADO SPRINGS, COLORADO  
(August 2020)**



## **SECTION 1: MEMBERSHIP**

### **1. Baptized Membership**

A person becomes a baptized member when baptized under the authority of this congregation, or, if previously baptized, when transferred or committed to the immediate spiritual care of this congregation.

### **2. Communicant Membership**

There are three methods by which a Baptized member may become a Communicant member.

#### **1. By Confirmation**

Confirmation itself being a reception into communicant membership, all who are thus received by this sacred act become communicant members.

#### **2. By Transfer**

Persons coming with a favorable letter of transfer from a congregation in Altar and Pulpit Fellowship shall, on the strength of such letter, be accepted as communicant members.

#### **3. By Profession of Faith**

Persons not previously members of a congregation in church fellowship shall give satisfactory evidence of their qualifications for membership to the Pastor. A course of instruction in Lutheran Doctrine may be required.

Applicants to Communicant Membership shall be recommended by the Pastor to the Board of Elders, which shall have the authority to act on such applications on behalf of the Voters Assembly. Such actions shall be reported at the next regular meeting of the Voters' Assembly.

### **3. Voting Membership**

Any Communicant member 18 years of age or older may become a member of the Voters Assembly by reading the Constitution and Bylaws and requesting membership at a properly convened meeting. Voting rights are not conferred until the end of that meeting.

It is the responsibility of every Voting Member to be familiar with the responsibilities, functions and organizations of the Church as defined in the Constitution and Bylaws.

Membership in the Voters Assembly is maintained by attending Voters Assembly meetings. If an individual does not attend three consecutive, regularly scheduled Voters Assembly meetings, that individual will be automatically removed from the Voting Assembly membership list.

### **4. Associate Membership**

Any Baptized or Communicant member who no longer resides in the local area and therefore cannot regularly attend worship services at Shepherd of the Springs but wishes to retain membership here is an Associate member. Associate members are expected to regularly attend, if possible, a LCMS church of good standing within their local area.

### **5. Termination of Membership**

Members shall remain on the church roster until they are transferred, released to another congregation, or until they self-exclude themselves, die, or are excommunicated.

#### **1. Transfer**

A transfer to another congregation with which we are in Pulpit and Altar fellowship will be granted to an individual(s) upon receipt of a request for transfer from that congregation. This transfer will be effective upon approval by the Board of Elders.

#### **2. Release**

Members desiring to join other Christian congregations with which we are not in Pulpit and Altar fellowship, may request a release from membership. The request will be effective upon the approval of the Board of Elders..

#### **3. Whereabouts Unknown**

Members who cease attending worship services and whose whereabouts become unknown for a period of six months may be removed from membership by the Board of Elders

#### **4. Self-exclusion**

Members who purposely exclude themselves by consistently not attending services or by joining other congregations by methods not covered in subsections 1 or 2 of this Section shall be considered to have excluded themselves and may be removed from the membership list by the Board of Elders.

5. Excommunication

Members who persistently adhere to false doctrine, or who despise the preaching of the Gospel and the Lord's Supper by persistently absenting themselves from these means of grace, or who conduct themselves in an unchristian manner in that they give manifest and persistent evidence of immoral or offensive living, shall be admonished according to Matthew 18.15-20. If they remain impenitent after proper admonition, their case shall be brought to the Voters Assembly for excommunication. The case shall be presented to a special Voters Assembly meeting requested by the Board of Elders specifically for the excommunication proceedings. The person(s) in questions shall be notified by Certified Mail, Return Receipt Requested, of the time and place of this special meeting. If such members do not attend the meeting at which their case is to be discussed, they shall be regarded as having excluded themselves from the membership of the congregation. Unanimous approval of the members present at the excommunication proceedings will be required for the excommunication. The individual(s) being excommunicated will not be able to exercise voting privileges in the proceedings.

**SECTION 2: VOTERS ASSEMBLY**

**1. Regular Meetings**

Regular meetings of the Voting Membership shall be called by the President four (4) times during each calendar year; on the third Sunday of February, the third Sunday of May, the third Sunday of August and the third Sunday of November. If because of inclement weather or other acts of God, the meeting cannot be held on the designated Sunday, the Executive Council (EC) will set a new date as soon as possible.

Regular Meetings of the Voters Assembly shall include:

- a. Attendance and Reception of new Voting Members
- b. Approval of Minutes of Previous Meeting(s)
- c. General Business and reports

Items a & b shall occur before c.

**2. Special Meetings**

Special meetings of the Voters Assembly shall be called by the President at the request of the Executive Council or the written request of 5 members of the Voters Assembly. Notice of the date, time and the purpose of the meeting shall be given at the public

worship services on the two Sundays immediately preceding the date of the meeting. Only business related to the stated purpose of the Special Voters Assembly Meeting may be conducted.

In an emergency, the President may waive the notification process. The meeting will require a quorum of one-half the current Voting Assembly membership.

Special Meetings of the Voters Assembly shall include:

- a. Attendance and Reception of new Voting Members
- b. Special Business

### **3. Restrictions Pertaining to Voters Assembly Meetings**

A quorum will be required before any Voters Assembly Meeting may be called to order. One-third of the current Voting Membership will constitute a quorum unless a Special Voters Assembly Meeting requires a larger quorum as stated in these Bylaws.

The President shall not vote unless there is a tie, in which case the President shall cast the deciding vote.

### **4. Abnormal Conditions**

1. The EC may declare remote participation for a Voters Assembly when it is deemed impossible to physically assemble full membership due to conditions beyond the control of the church.
2. Remote participation requires the ability to provide two-way audio transmission and one-way video reception from the meeting officiant.
3. To protect confidentiality and participation any remote conferencing must use a private transmission implementation.”

### **SECTION 3: Executive Council (EC)**

The Executive Council shall serve as a forum where the activities of the Congregational Boards may be discussed, evaluated, coordinated and integrated into an overall Congregational program.

The Executive Council shall meet monthly. The time and place will be set by the President. Additional meetings may be called by either the President or the Pastor(s) as required. A quorum for the Executive Council shall consist of a simple majority of the current membership.

All Congregational Boards and Committees shall be subordinate to the Executive Council. All actions and resolutions of these groups is subject to review and approval by the Executive Council. All Executive Council actions and resolutions, in turn, will be subject to review and approval by the Voters Assembly.

In addition, it shall be the specific functions of the Executive Council to:

1. Serve as a forum for communication, discussion, and planning between the Pastor(s), the Officers of the Congregation, and the various Congregational Boards in implementing the total work of the Congregation.
2. Appoint the Nominating Committee at the time required.
3. Fill the unexpired terms or shortages of personnel by appointment. These appointees shall serve for the duration of the term.
4. Appoint the Audit Committee.
5. It shall be the responsibility of the members of the council to sign and/or authorize all legal documents on behalf of the congregation. Such documents shall be signed by at least two members of the Council, one of which must be the President, or in his stead the Vice-President, or Secretary.  
  
For called workers the second signer shall be the Head Elder. For contract workers the second signer shall be the Chairman of the Board responsible for oversight of the worker.
6. Submit an annual budget to the Voters' Assembly. The Council shall continually review the Church's financial condition and advise the Voters' Assembly accordingly.
7. Hire personnel to fulfill services (not specified by Section 6 of this Constitution) required to carry out the work of the Church. These services shall be limited to expenditures authorized in the budget.

#### **SECTION 4: OFFICERS AND BOARDS**

##### **1. Election of Officers and Board Members**

All persons meeting the requirements for voting membership shall be eligible to be elected or appointed to a board or committee, subject to the restriction in Section E of the Constitution. Chairs of Boards or Committees and all Elders must be voting members no later than the date they first assume office.

From the list of candidates submitted by the Nominating Committee and any floor nominations of qualified candidates willing to serve, the Voters Assembly shall, at its November meeting, elect by ballot and a simple majority, the Officers and Board members for the respective year.

The term of office for all Officers, Board Chairmen and elected Board Members shall be for a period of two years. The Officers and Board Members are elected as follows:

1. Even Numbered Years

- a. President
- b. Treasurer
- c. Two members of the Board of Elders
- d. Two member for the Board of Spiritual Development
- e. Chairman of the Board of Fraternal Activities

2. Odd Numbered Years

- a. Vice-president
- b. Secretary
- c. Financial Secretary
- d. Three Members of the Board of Elders
- e. One member for the Board of Spiritual Development
- f. Chairman of the Board of Church Administration

Members of Boards who are not elected shall be appointed by the Executive Council. The Nominating Committee shall provide a list of qualified candidates for each of the appointed positions, although the Executive Council is not restricted to these nominations. Appointments of the non-elected Board Members are to be made at the first Executive Council meeting following the elections. Notification of the resulting appointments shall be published in the manner the President deems most advisable.

The Board of Elders, in which all members are elected, shall elect a Chairman for the Board of Elders from the membership of the Board of Elders at the first Board Meeting.

The Board of Elders, in which all members are elected, shall elect a Chairman for the Board of Spiritual Development from the membership of the Board of Elders at the first Board Meeting.

All newly elected Officers, and both elected and appointed Board Members, shall be publicly consecrated and installed into office on the last Sunday in December, and shall assume their duties on the 1st of January.

**2. Duties of Officers**

1. President

The President of the congregation shall preside at all meetings of the Voters Assembly and Executive Council. He shall, to the best of his ability, enforce the Constitution and Bylaws of the congregation and see that the expressed will of the congregation as embodied in the resolutions of the Voting membership are carried out. All Boards, committees, auxiliaries, groups, etc. in the congregation shall be responsible to the President, and he is an ex-officio member of all such groups.

2. Vice-president

The Vice-president of the Congregation, in the absence of the President, shall act for and in the stead of the President. The Vice-president shall be available for whatever additional duties the President may assign to him.

In the case of a vacancy in the Office of the President, the Vice-president, whether by election or appointment, shall ascend to the office of President. In that case, the Vice-president's vacated Office shall be filled according to Section 3 of these Bylaws.

The Vice-president shall serve as the Chairman of the Nominating Committee.

3. Secretary

The Council Secretary is responsible for the recording and safekeeping of all permanent minutes, past and present, of the congregation.

4. Treasurer

The Treasurer shall be responsible for accurate recording of congregational receipts, as reported from the Financial Secretary, and disbursements of budgeted and actual expenditures according to proper accounting procedures. The Treasurer shall be responsible for reporting the financial condition of the church to the Executive Council.

5. Board Chairmen

The Chairmen of the various boards are responsible for overseeing, coordinating, and planning the activities of their board, and attending and submitting reports to the Executive Council and Voters Assembly.

**3. Duties of the Congregational Boards**

1. Board of Elders

The nature of this Board requires that only men noted for their Christian knowledge (as understood through the Lutheran Confessions), zeal, and experience in the spiritual work of the Kingdom of Christ shall be elected to membership. The Board shall consist of as many elders as are required to function and carry out their duties during the year.

The basic objectives of this Board are:

- a. Maintaining the spiritual welfare of the Pastor(s) and congregation members, individually and corporately;
- b. Supervision of everything pertaining to congregational worship;
- c. Maintaining Church Discipline;
- d. Monitoring the Confirmation curriculum;
- e. Ensuring adherence to the Confessional Standards as referenced in Article 2 of the Constitution;

- f. Membership transactions; and
- g. Providing the Chairmanship for the Board of Spiritual Development.

The Elders shall serve as the call committee in case of a pastoral, teacher or other professional vacancy and coordinate the various facets of such a call and vacancy, and give consideration to the recommendations of the various boards.

The Elders, in consultation with the Pastor, shall appoint Liturgical Deacons as required to assist the Pastor in the Divine Service and other liturgical Offices. Since Liturgical Deacons assist in the functions of the Pastoral Office, they shall meet the same requirements as Elders

## 2. Board of Spiritual Development

The basic objectives of the Board of Spiritual Development are the spiritual growth of members and non-members through three primary functions:

- a. Evangelism;
- b. Stewardship; and
- c. Christian Education.

The basic objectives of Evangelism are bringing of the Gospel to the unchurched and enlisting of all of God's people in the work of spreading the Gospel.

The basic objectives of Christian Education are to plan and administer the educational program of the congregation, to determine policies, to select personnel for the various agencies, to provide the necessary means and facilities for the agencies, and to direct and supervise the entire educational program of the congregation.

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

## 3. Board of Fraternal Activities

The basic objectives of the Board of Fraternal Activities are the spiritual and physical welfare of members and non-members through:

- a. Planning, organizing and implementing Fellowship activities;
- b. Planning, organizing and implementing Youth activities;
- c. Maintaining Human Care/Urgent Member Care; and
- d. Supervising Mission activities.

The basic objectives of Fellowship are to strengthen fellowship between congregation members spiritually and socially to promote mutual cooperation, trust, and enjoyment



among the members of the congregation; provide forums for fellowship between members and non-members to promote trust, understanding and spiritual development; and integrate new members into the life of the congregation.

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

The basic objective of Human Care/Urgent Member Care is to provide care and comfort for members or non-members with physical or material emergency needs.

The basic objective of Missions is to provide support for the work of the Church outside the local congregation.

#### 4. Board of Church Administration

The basic objectives of this board are to oversee the financial, physical and human resources of the church in coordination with the governance responsibilities of the various boards.

The board shall consist of the following elected members:

a. Chairman

b. Treasurer (see Section 4.B.4)

c. Financial Secretary (not member of Executive Council)

The Financial Secretary is responsible for the accurate counting, recording, reporting to the Treasurer, and depositing of all receipts for the congregation in the local financial institution.

The board shall consist of sufficient appointed members to perform the following functions:

d. Office Administration

Coordinate between and support the various boards in Human Resource matters including maintenance of employment records, files, applications, and supply of forms necessary for the employment processes of the congregation.

Support general office administration including acquisition and maintenance of equipment and supplies, and recruiting and training volunteers to assist the operations of the congregation.

e. Church Properties

Provide for the proper maintenance and repair of church property and arrange for necessary insurance to cover liabilities of the congregation and safeguard its

interests.

f. **Public Relations / Advertising**

Coordinate the public relations and advertising concepts and products as developed by the various boards.

**4. Vacancy of Officers and Board Members**

1. Termination

Any Officer or Board Member of the Congregation who willfully neglects, or is unable to perform the duties of his/her Office, or behaves persistently in an un-Christian manner, may be deposed by two-thirds majority vote of the Voters Assembly. The Executive Council shall initiate such action.

2. Resignation

Resignation of any Officer or Board Member of the Congregation shall be considered in effect at the time of written or verbal notification to the Pastor or any Officer of the Executive Council.

**SECTION 5: COMMITTEES AND OTHER GROUPS**

**1. Committees**

No Committee or Committee Member may take any action that is outside the authority or responsibility of the organization that formed it.

1. Ad Hoc Committees

Ad Hoc Committees may be formed at any time and for any purpose. Ad Hoc Committees may be formed by the Voters Assembly, the Executive Council or any of the Congregational Boards to accomplish specific tasks or programs. When the tasks or programs of a particular Committee have been completed, the Committee will be disbanded by the agency that formed it.

2. Nominating Committee

At the February meeting of the Voters Assembly, the Executive Council shall announce its selection of three Voting Members of the Congregation, one being a Member of the Board of Stewardship. These Members, together with a Vice-president and the Pastor(s), shall serve as the Nominating Committee. The Voters may submit names of possible candidates for Office to the Nominating Committee at this meeting.

The Nominating Committee, as soon as possible after the February meeting, shall prepare a list of candidates drawn from among the Voting Membership. The Committees shall strive to have at least two candidates for each elected position. This list shall then be published to the Congregation.

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

- a. That such names are submitted at least seven days before the date of the May meeting of the Voters Assembly, and
- b. That the nominee is qualified for the Office and is willing to serve.

The Nominating Committee, at least one week before the date of the November meeting shall publish conspicuously the list of all nominated candidates for the offices to be filled at the November meeting.

### 3. Audit Committee

The Audit Committee consists of two members of the Congregation, eligible for voting membership. The Members are appointed by the Executive Council. The function of the Audit Committee is to audit the financial records of the Congregation and report its findings to the Voters' Assembly. The Committee will be disbanded when the audit is completed, and the report is accepted by the Voters Assembly. A standard audit will be commissioned at the discretion of the Executive Council. The Audit Committee will normally be appointed at the beginning of the fiscal year. However, the Voters Assembly or the Executive Council may, at any time, appoint an Audit Committee and request a special audit of the financial records of the Congregation. It is recommended that the records be audited annually and each time a new person becomes Treasurer.

## 2. **Auxiliary Organizations and Societies**

Any Auxiliary Organization or Society may obtain permission to operate within the Congregation by requesting such permission from the Executive Council or Voters Assembly. The request is simply a description of the organization and a brief statement of its purpose. A member of the Executive Council shall be appointed by the Executive Council to be the liaison between the organization and the Executive Council. Pertinent information will be transferred to and from the organization through the liaison.

Any Auxiliary Organization or Society that deviates from its original statement of purpose or becomes incompatible with the standards or objectives of the church may have its permission to operate within the Congregation revoked by the Executive Council or Voters Assembly.

Action taken by the Executive Council in regard to an Auxiliary Organization or Society shall be reported by the assigned liaison at the next regularly scheduled Voters Assembly.

## **SECTION 6: OFFICE OF PASTOR AND PROFESSIONAL CHURCH WORKERS**

### **1. Calling a Pastor(s)**

The Board of Elders shall assemble a list of prospective candidates. The Board may, at its discretion, consult with the President of the Rocky Mountain District concerning prospective candidates suggested by members, ask for information on these candidates from his office, and receive additional recommendations from him in a timely manner as predetermined by the Board of Elders. The Board of Elders shall then assemble the call list from which the Voters shall elect one of the proposed candidates by ballot and simple majority. Upon selection of a candidate, a request for a unanimous vote will be made.

A change in official status and terms of vocation of a pastor may be made by a simple majority vote of the Voters and the consent of the pastor.

### **2. Calling Professional Church Workers**

In the case of called workers, the appropriate Board through which the worker will be administered shall, in coordination with the Pastor(s), assemble a list of candidates. The Board may, at its discretion, consult with the appropriate District representative(s). The Voters shall elect one of the proposed candidates by ballot and simple majority. Upon selection of a candidate, a request for a unanimous vote will be made.

A change in official status and terms of vocation of such called workers may be made by a simple majority vote of the Voters and the consent of the worker.

### **3. Hiring Contract Church Workers**

The Executive Council shall be responsible to oversee the process by which specific boards hire personnel, and to see that the following policies and guidelines are observed:

1. The services shall be supported by the current congregational budget;
2. The person to be hired must be a Christian as confessed by the historical Christian faith set forth in the three Ecumenical Creeds and as defined by the practices of the traditional Christian Church.
3. The person to be hired must fulfill all of the legal and identified requirements of the specific position for which the contract is to be issued.
4. As part of the hiring process, the Board of Administration will make available, in a timely fashion for Executive Council oversight and actual hiring, completed copies of all documents, policies, credentials, as required by the Church, IRS, INS, or any other legal requirements which may be necessary in the future.

#### **4. Duties of Pastor(s) and Professional Church Workers**

##### **1. Duties of Pastor(s)**

The Pastoral Office is conferred upon Pastor(s) by God, through a Call of the Congregation, to exercise in public office the common rights of spiritual priesthood on behalf of all, in the stead and by the command of Christ. The Pastoral Office is the primary spiritual office of the Word and Sacraments in the congregation from which all other spiritual offices of the congregation issue. However, the Congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the Pastor is authorized and obligated to proclaim to the Congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580 and to administer the Sacraments in accordance with their divine institution.

Accordingly, he shall:

1. Discharge toward all members of the Congregation, the functions of a minister and shepherd of their souls in an evangelical manner; in particular, to visit the sick and the dying and to admonish indifferent and erring members.
2. Show special concern for the welfare of junior and adult confirmands of the Congregation during their instruction for Holy Communion.
3. Guide the Congregation in applying the divinely ordained discipline of the Church.
4. Provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the Congregation.
5. Serve as an example by Christian conduct and do all that is possible for the up-building of the Congregation and for the advancement of the Kingdom of Christ.

By reason of his position, the Pastor(s) is not only a servant and steward of God, but also of the Congregation. The Pastor(s) shall have the authority and responsibility for supervising the liturgical and musical portions of all worship services so that these services are at all times in harmony with the doctrine and practice of The Lutheran Church - Missouri Synod. Members of the Congregation are obligated to accord the Pastor(s) honor, love and obedience in his ministry of God's Word. In addition, they are to support his ministrations with diligence and faithful prayers, to help him in the discharge of his duties, and to provide for his sustenance according to the ability of the Congregation.

## 2. Duties of Called Professional Church Workers

The duties of each Professional Church Worker will depend on the needs of the Congregation and the reasons for the respective Call. It is understood that the duties and responsibilities of a Called Professional Church Worker shall be properly defined and documented, and any required changes to these Bylaws made, before the Call is extended.

## 3. Duties of Contract Church Workers

The duties of each Contract Church Worker will depend on the needs of the Congregation and the reasons for the respective Contract. The duties and responsibilities of a Contract Church Worker shall be properly defined and documented in the contract, before an offer of employment is extended.

## **5. Termination of Pastor(s) and Professional Church Workers**

Sufficient grounds for deposing a Pastor or duly Called Professional Church Worker shall be persistent adherence to false doctrine, a scandalous life, willful neglect of official duties, or evident and protracted incapacity to perform the function of the Office. Charges on any of these counts shall be carefully substantiated with clear evidence by the Board of Elders. If clear evidence has been found to support any of these grounds, the individual involved shall be given an opportunity to resign his position in the Congregation. Such opportunity having been given and declined, and after consultation with the appropriate Officers of the Rocky Mountain District, the Board of Elders shall submit the matter for action at a Special meeting of the Voters Assembly. A three-fourths majority vote of the Voting Members present shall be required to depose a Pastor or Professional Church Worker.

Should the occasion to depose a Pastor or Professional Church Worker ever arise, the person shall be notified by Certified Mail, Return Receipt Requested, of the time and place of the Special Voters meeting called to discuss his case.

## **SECTION 7: AMENDMENTS**

These Bylaws may be changed or amended by a two-thirds majority of the votes cast in a properly convened meeting of the Voters Assembly, provided that the intention to amend the Bylaws and the wording of the proposed amendments shall be distributed to the Congregation assembled for worship on the two Sundays prior to the date upon which the amendment is presented for action.