

Constitution and Bylaws

St. Peter's Evangelical Lutheran Church and School

145. S. 6th Street



2009

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CONSTITUTION

ARTICLE ONE: NAME

The name of this congregation shall be: **ST. PETER'S EVANGELICAL LUTHERAN CHURCH OF WATERFORD, RACINE COUNTY, WISCONSIN.**

ARTICLE TWO: SYNODICAL MEMBERSHIP

This congregation shall hold membership in The Lutheran Church -- Missouri Synod as long as this Synod remains true to the Word of God and the Lutheran Confessions.

ARTICLE THREE: ARTICLES OF FAITH

Section I. This congregation accepts and confesses without reservation the canonical books of the Old and New Testaments as the inspired, infallible, inerrant, and revealed Word of God, and all the Symbolical books of the Evangelical Lutheran Church, contained in the Book of Concord of 1580, as a correct presentation and true exposition of Christian doctrine, drawn from and in agreement with the Holy Scriptures; hence no doctrine shall be taught or tolerated in this congregation which is at variance with the following symbols of the Evangelical Lutheran Church:

- A. The Ecumenical Creeds [The Apostles' Creed, The Nicene Creed, and the Athanasian Creed]
- B. The Unaltered Augsburg Confession
- C. The Apology of the Unaltered Augsburg Confession
- D. The Smalcald Articles
- E. Luther's Large and Small Catechisms
- F. The Formula of Concord

Any controversy, involving matters of faith and life that may arise in this congregation, shall be judged according to this standard.

Section II. All hymnals, textbooks, forms, writings, liturgies, etc., used in this church shall conform to this Article.

Section III. The property of this congregation and all its benefits shall in all events remain with those members -- provided there are two or more -- who shall confess and adhere to this Article.

ARTICLE FOUR: PURPOSE

The purpose of this congregation shall be the proclamation of the Gospel and the administration of the Sacraments according to Christ's command.

To this end the congregation obligates itself to:

Section I. Establish the office of the Holy Ministry in our midst for the salvation of souls [Romans 10:14-17] and regularly to conduct services.

Section II. Provide proper pastoral care for all its members through mutual admonition and strength in the confession of faith [Hebrews 10:23-25; Galatians 6:1; Matthew 18:15-17].

Section III. Foster Christian education among young and old in our midst [Matthew 28:20].

Section IV. Spread the Gospel and extend God's kingdom everywhere in the world [Mark 16:15-16].

ARTICLE FIVE: MEMBERSHIP

Section I. Members of this congregation shall be included in one or both of the following defined groups.

A. BAPTIZED MEMBERSHIP

1. Definition: Baptized members are all members who have been baptized in the name of the

1 Father, the Son, and the Holy Spirit and who are under the spiritual care of the pastor[s] of
2 this congregation, including the children who have not yet been confirmed.

3 2. Reception: Baptized members are received through the Sacrament of Holy Baptism, through
4 transfer, or with the consent of one or both parents or guardians in the case of children who
5 have been baptized in another Christian congregation.

6 3. Duties: Baptized members shall conform their lives to their baptismal vow.

7 4. Termination: Baptized members who have not been received as communicant members shall
8 have their membership terminated for the same reasons that communicant membership is
9 terminated insofar as those reasons are applicable.

10 B. COMMUNICANT MEMBERSHIP shall be restricted to those who:

11 1. Accept the teachings of the Lutheran Church, and, if wanting in knowledge of all Symbolical
12 Books [Article Three] are familiar at least with Luther's Small Catechism, and declare
13 acceptance thereof,

14 2. Do not live in manifest works of the flesh [Galatians 5:19-21], but lead a Christian life, and

15 3. Who are free from and do not belong to any unchristian society or organization whose
16 principles and practices are not in harmony with God's inspired Word [Ephesians 5:11-22; II
17 Corinthians 6:14-18; Matthew 5:34-37] e.g. Free Masonry, et. al.

18
19 Section II. Application for membership may be made to the pastor or to any member of the Board of
20 Elders. Such applicant shall be interviewed by the pastor[s]. Persons presenting a letter of transfer from a
21 sister Lutheran Church--Missouri Synod congregation shall be granted membership privileges by giving
22 evidence of their qualification to the pastor[s], who shall consult with the Board of Elders. All applications
23 of new members shall be presented to the congregation by the Board of Elders at the regular Voters'
24 Assembly. The names of new members shall be published for general information.

25
26 Section III. Manifest sinners shall be dealt with according to Matthew 18:15-18. All persons excommuni-
27 cated or such as have excommunicated themselves by evading Matthew 18:15-20 shall forfeit their
28 privileges of membership [Holy Communion, Christian burial, sponsorship, etc.], after they have been
29 removed by the Voters and so long as they are impenitent. They may neither vote nor speak in a Voters'
30 Assembly, nor shall they during the time of their excommunication have any claim upon the property of this
31 congregation. They shall, however, never be barred from the public worship and the hearing of God's
32 Word.

33 Excommunicated persons shall again be received into membership after they have shown
34 unquestionable signs of repentance, have mended their ways and have asked, either in person or through
35 the pastor[s], the forgiveness of God and this congregation.

36 37 **ARTICLE SIX: DUTIES AND OBLIGATIONS OF MEMBERS**

38
39 Section I. It shall be the duty of all communicant members of this congregation to attend services regularly
40 and to commune frequently.

41
42 Section II. It shall be the duty of the members to bring up their children in the nurture and admonition of the
43 Lord [Ephesians 6:4] and, to this end, teach them religion in the home and bring them to the congregation's
44 established educational agencies.

45
46 Section III. It shall be the duty of every member to contribute of his time, talent, and treasure according to
47 his or her several abilities toward all that the congregation has made its concern [I Corinthians 16:2; Mark
48 16:15; I Corinthians 9:14].

49
50 Section IV. Communicant members shall have attained their 18th year to be eligible to vote and/or hold
51 church office. It shall be the Christian obligation of every communicant man or woman, upon reaching
52 their 18th year, to actively participate in the church's affairs by attending all congregational meetings and
53 voting upon its business. Therefore, they ought to acquaint themselves with the church's Constitution and
54 Bylaws.

55 A. All communicants of voting age shall be eligible for office.

56 B. Privileges of Women: Women may hold voting membership in the congregation and serve as
57 officers and as members of Boards and committees as long as these positions are not involved in
58

1 the functions of the pastoral office and as long as this service does not violate the order of
2 creation. Accordingly, they shall not serve as pastor, as a member of the Board of Elders, as
3 Chairman of the congregation, or as Chairman of any Board.
4

5 **ARTICLE SEVEN: POWER AND RIGHTS**

6 Section I. Supreme Power

- 7
8 A. The congregation as a body has supreme power, and shall decide all matters relating to church and
9 church affairs, but it exercises this power through the Voters' Assembly.
10 B. The reception and excommunication of church members, the calling of a pastors and the election of
11 all other officials are the duty and business of the congregation and shall not be delegated to
12 minor bodies.
13 C. All officers of the congregation can be discharged from office in Christian order by the congregation
14 and it only. Valid reasons for discharge are:
15 1. Continued adherence to false doctrine.
16 2. Scandalous life.
17 3. Willful neglect of duty.
18 4. Inability to perform the duties of their offices.
19

20 Section II. Delegation of Power

- 21 A. The congregation may authorize an individual or group of individuals to act in its name [except
22 Section I, B, C].
23 B. No decision or enactment of an individual or committee shall be valid, unless the individual or
24 committee has been duly authorized by the congregation to act in this matter. To act without
25 authority is to assume full responsibility and consequence.
26

27 Section III. Limitation of Power: Not even the congregation shall be empowered to order, enact, or decide
28 anything contrary to the Word of God and the Symbolic Books contained in the Book of Concord of 1580;
29 any such ordinance, enactment, or decision shall be null and void.
30

31 **ARTICLE EIGHT: MEETINGS**

32
33 Section I. The voting members of this congregation shall hold regular meetings as prescribed in the
34 Bylaws, and if needed, special meetings, in order to deliberate and act on all congregational affairs.
35

36 Section II. Voting members present at a meeting shall constitute a quorum, except:

- 37 A. to amend the Constitution and/or Bylaws.
38 B. to pass resolutions pertaining to relations with the pastor and the congregation.
39 C. to sell or buy church real estate.
40

41 In order to pass any resolutions in these three categories [a,b,c] a 2/3 majority of all voting members shall
42 be required. In the absence of a 2/3 majority, at the next regularly called Voters' Assembly those present
43 shall constitute a quorum, and 2/3 of those present shall be necessary to pass any of the above [a,b,c]
44 resolutions.
45

46 Section III. Matters of doctrine and life [excommunication] shall be decided in accordance with Scripture
47 and Article Three by unanimous vote. Things neither commanded nor forbidden in God's Word shall be
48 decided by majority vote. Frivolous innovations, however, are to be seriously avoided and, without good
49 reason, no custom or rite shall be abolished.

50 If it becomes apparent that a member or a group [no matter how large] willfully defends and votes
51 for a matter against God's Word, then such member or members shall first be dealt with according to
52 Matthew 18:15-20, and after the proper settlement of this matter, the previous question shall be resumed.
53

54 Section IV. Should controversies arise within the congregation [which God may graciously forbid] either
55 between the congregation and the pastor or among the members, which cannot be settled peaceably and
56 charitably within the congregation, the Synod of which the congregation is a member shall be asked for an
57 opinion and for aid in the settlement of the controversy, and its decision shall be final. Until the Synod has
58

1 spoken, the parties to the controversy shall remain quiet and avoid everything that might aggravate the
2 rupture.

3
4 Section V. All meeting shall be conducted according to Roberts Rules of Order, latest edition.
5

6 7 **ARTICLE NINE: CALL OF A PASTOR AND TEACHER** 8

9 Section I. The right to call a pastor and teacher shall be vested in the congregation through the Voters'
10 Assembly and shall never be delegated to an individual or committee within the congregation.
11

12 Section II. The office of the public ministry (pastor) shall be conferred only upon such ministers and
13 candidates for the ministry who are certified, endorsed, and members of The Lutheran Church — Missouri
14 Synod and who unqualifiedly and publicly profess their acceptance of and adherence to Article Three of this
15 Constitution, and such acceptance and adherence shall be required of them in the call of vocation extended
16 by the congregation.
17

18 Section III. The call of the pastor and teacher shall be by the following form: At a special "call" meeting of
19 this congregation, persons who may become candidates for the ministerial office according to this article
20 shall be chosen by ballot under the majority rule, which candidates shall be announced at two [2] Sunday
21 services. Barring any sustained protest, the candidates shall become eligible by calling for that purpose.
22 The calling shall proceed by ballot. The Voters' Assembly at that time shall determine its own method of
23 procedure for election purposes.
24

25 Section IV. Sufficient and urgent causes for removal of a pastor and called teacher from office are:

- 26 A. persistent adherence to false doctrine;
- 27 B. scandalous life;
- 28 C. willful neglect of duties; and
- 29 D. when it becomes apparent that a pastor or called teacher, through persistent physical debility, has
30 ceased to be a blessing upon the congregation, he may be asked for his resignation. The
31 congregation shall, however, deal charitably with him.
32

33 **ARTICLE TEN: OFFICERS, BOARDS, AND COMMITTEES** 34

35 Section I. The officers of this congregation shall be the Chairman, Secretary, and Treasurer.
36

37 Section II. The Boards of this congregation shall be, the Board of Elders, the Board of Trustees, the Board
38 of Sunday School and Youth, the Board of Evangelism, the Board of Stewardship, the Board of Social
39 Ministry, the Board of Finance, the Board of Parish Fellowship, and the School Board.
40

41 Section III. The committees of this congregation shall be the Finance Committee, the Audit Committee, the
42 Memorial and Bequest Committee [and any other committees the Church Council deems necessary or
43 appropriate, either permanent or temporary].
44

45 Section IV. The Chairman of the congregation and the pastor[s] are ex-officio and non-voting members of
46 all Boards and Committees, and therefore Boards and Committees shall never convene to transact
47 business without providing 24 hour advance notification.
48

49 **ARTICLE ELEVEN: THE CHURCH COUNCIL** 50

51 Section I. The Church Council shall consist of the congregational Chairman, Secretary, Treasurer, and the
52 Chairmen of the Board of Elders, of Trustees, of Sunday School and Youth, of Evangelism, of Stewardship,
53 of Social Ministry, of Finance, of Parish Fellowship, and of the School Board. The pastor[s] shall be a
54 non-voting ex-officio member of the Church Council.
55

56 Section II. If for valid reasons the Board Chairman cannot fill his chair on the Church Council, his Board
57 shall choose one of its members as his non-voting representative to give his Board's report.
58

1
2 Section III. The Chairman of the congregation shall be the Chairman of the Church Council. In his absence
3 the Chairman of the Board of Elders shall serve in his place.
4

5 **ARTICLE TWELVE: DISSOLUTION**

6 In the event this congregation should dissolve, the power to determine where to transfer all property and
7 assets shall rest with those who are voting members of the congregation at the time of dissolution. All
8 property and assets from this congregation shall be transferred to the district of the synod to which this
9 congregation held membership at the time of dissolution and/or to any 501(c)3 corporation(s) they deem
10 appropriate, provided that such organization's stated mission and practice is in accord with the confessional
11 standard of this congregation as stated in Article Three of this constitution.
12

13 **ARTICLE THIRTEEN: AMENDMENTS**

14
15 Section I. Amendments to this Constitution may be made, provided they do not conflict with the provision
16 laid down in Article Threeo [3] or any doctrinal articles in this Constitution.
17

18 Section II. Proposed amendments to this Constitution must be submitted in writing at a Voters' Assembly.
19 Announcement of such a proposed change shall then be made in the church bulletin on at least two [2]
20 consecutive Sundays, whereupon it shall be submitted for action to the next Voters' Assembly. Refer to
21 Article Eight, Section II for procedures.
22

23
24 **BYLAWS**

25
26
27 **ARTICLE ONE: CONGREGATIONAL MEETINGS**

28
29 Section I. Regular Congregational Meetings [Voters' Assemblies] shall be held as follows:

- 30 A. on the last Sunday in January.
31 B. on the third Sunday in May.
32 C. on the third Sunday in September.
33 D. on the second Sunday in November.
34

35 Section II.

- 36 A. The January meeting shall be the meeting at which time the budget for the current year is adopted.
37 B. The May meeting [on odd-numbered years] shall be the meeting at which new officers and Board
38 members shall be elected.
39

40 Section III. Special meetings may be called by the Church Council by having the pastor publicly announce
41 the date and the place of such meeting in two consecutive Sunday bulletins. Any three [3] or more voting
42 members may place their request for a special meeting before the Church Council, which shall decide the
43 question of calling the proposed meeting.
44

45 Section IV. All sessions shall be conducted in good order and as close to the following manner as possible:

- 46 A. Call to order and Opening Prayer.
47 B. Reading and approval of the minutes of the previous meeting.
48 C. Treasurer's report.
49 D. Reports from Boards and standing Committees and action thereon.
50 E. Old Business.
51 F. Recommendations of the Church Council.
52 G. New Business.
53 H. Doctrinal matters.
54 I. Adjournment with the Lord's Prayer.
55

56 **ARTICLE TWO: THE CHURCH COUNCIL**

1 Section I. The Church Council shall meet monthly. They shall determine the time and date of their
2 meetings.

3
4 Section II. The pastor or any other three members of the Church Council may call special meetings of the
5 church council by personally informing each member of the Council of the time and place of such a meeting
6 at least twenty-four [24] hours before such a meeting is to be held.

7
8 Section III. The Church Council shall never convene to transact business without the pastor's knowledge.
9

10 Section IV. All matters brought before the Church Council shall be and shall remain strictly confidential
11 until submitted to the congregation.
12

13 Section V. A majority of the voting members of the Church Council shall constitute a quorum. Decency
14 demands that in the case of absence, the councilmen shall excuse themselves by contacting the Chairman.
15

16 Section VI. At the June meeting [on odd-numbered years] both the incoming Council members and the
17 outgoing Council members shall attend so that the new members might better acquaint themselves with the
18 Council's business, thus providing a smooth transition.
19

20 Section VII. The Church Council shall have as its duty the overall direction of the total program of the
21 congregation, working through all of its Boards and Committees.
22

23 Section VIII. The Church Council shall see to it that the pastor and other persons who may be employed by
24 the congregation are properly paid. Should funds be lacking, the Church Council shall borrow enough to
25 pay the bills of the congregation.
26

27 Section IX. The Church Council shall have authority to appoint persons to fill vacant board/office positions.
28

29 Section X. The Church Council shall represent the congregation in all legal matters and actions, and may
30 authorize the congregational officers to act on their behalf.
31

32 **ARTICLE THREE: BOARD OF ELDERS**

33
34 Section I. The Board Of Elders shall consist of not more than one member for each fifty [50] communicants
35 and not less than one member for each one hundred [100] communicant members. Requests for a change
36 in the size of the Board shall be made and acted upon in the January Voters' Assembly prior to the May
37 election. Terms of office shall be for two years, terms beginning on June 1st of odd numbered years and
38 concluding on May 31st of the following odd numbered year. Board members may succeed themselves
39 twice [maximum of 3 consecutive terms or 6 consecutive years]. At their first meeting following installation
40 into office they shall elect from their midst a Chairman [who will sit on the Church Council] and a Secretary.
41 [see Constitution, Art.Six, section IV.b.]
42

43 Section II. Objectives Of The Board of Elders

44 The basic objectives of this Board are the spiritual welfare of the pastor[s] and the congregational
45 members, individually and corporately, and the supervision of everything pertaining to congregational
46 worship.

47 That the objectives of this Board may be carried out, the Board, either corporately or through
48 specifically designated individuals shall:
49

- 50 A. For The Spiritual Welfare of the Pastor[s] and the Congregational Members, Individually and
51 Corporately, the Elders shall:
- 52 1. Pray for the pastor[s] and other spiritual leaders.
 - 53 2. Encourage the pastor[s] in his work by word and action.
 - 54 3. Be concerned about the spiritual, emotional, physical, and financial needs of the pastor[s] and
55 his family, and to that end, specifically review these items once a year.
 - 56 4. Assist the pastor[s] in resolving difficult cases and in finding peaceful and God-pleasing
57 solutions to problems within the congregation.
58

5. Be an example of Christian conduct and conversation in the congregation.
6. Exercise leadership in gathering call lists and calling a new pastor when a vacancy occurs.
7. Insure that the congregation functions in accordance with the established Articles of Faith listed in Article Three of the Constitution.
8. Determine eligibility for membership of all individuals and families applying for membership in this congregation according to Article Five of the Constitution.
9. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
10. Engage in member conservation and discipleship training in conjunction with the Board of Evangelism and the Board of Stewardship. This shall include oversight of all adult Bible classes within the congregation.
11. Engage in continual review of communion and church attendance of all members, make calls on delinquents, and follow up on all newborn children in the congregation until they are baptized.
12. Encourage voting and communicant members to be active in service to the church.
13. Encourage members reaching the age of eighteen [18] year to become voting members.
14. Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership.
15. Be responsible for a friendly and personal welcome of visitors at worship and for the orientation and integration of new members in conjunction with the Board of Evangelism.
16. Be present for periodic training as determined by the pastor[s] and this Board.
17. Supervise the total work of all societies and auxiliary groups that are not supervised by another Board for administrative purposes and program .
18. Encourage spiritual programs in the societies of the congregation generally.
19. Submit an annual budget request in the form and at the time requested by the Board of Finance.

B: For the Worship of the congregation the Elders shall:

1. Supervise the organists of the congregation, annually review their compensation and make recommendations to the Church Council.
2. Provide for vicars, assistants, substitute pastors and guest speakers as needed.
3. Staff, train, and supervise the ushering staff.
4. Assist the pastor with Communion distribution, reading of Scriptures, preaching, etc., as required.
5. Set the time, schedule and number of Communion services in conjunction with the pastor[s] and the voting membership.
6. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship, following Article Three, section II of the Constitution.
7. Supervise the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings and vestments.
8. Maintain an adequate supply of expendable items for worship such as Communion cards, pencils, Communion wine and wafers, Baptismal napkins, candles, etc., in conjunction with the Altar Guild.
9. Coordinate with the Altar Guild all church and chancel decorations.
10. Plan and publicize the services for the year.
11. Supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs and other related matters.
12. Arrange and publicize special services as required.

Section III. In order to perform their duties efficiently the Board of Elders shall acquaint themselves with all the members of the congregation.

ARTICLE FOUR: BOARD OF TRUSTEES

Section I. The Board of Trustees shall consist of at least four [4] members. Terms of office shall be for two [2] years, terms beginning on June 1st of odd-numbered years and concluding on May 31st of the following odd-numbered year. Board members may succeed themselves twice [maximum of three consecutive

1 terms or six consecutive years]. At their first meeting following their installation into office they shall elect
2 from their midst a Chairman [who will sit on the Church Council] and a Secretary. [See Constitution, Art.
3 Six, Section IV.b.]
4

5 Section II. Duties:

- 6 A. The Trustees shall administer the property of the congregation and see to it that it is kept in good
7 repair. To this end they shall authorize all operating expenditures. Their annual budget
8 appropriation shall limit their total annual expenditures unless granted extra funds by the Voters'
9 Assembly.
10 B. They shall make a thorough inspection of all the property annually and shall report on the same to
11 the congregation at its regular meetings.
12 C. They shall conscientiously carry out all resolutions referring to the property of the congregation,
13 such as making contracts, employing workmen, etc.
14 D. They shall execute all such acts in the name of the congregation according to its resolutions.
15 Whenever the Trustees thus act in the name of the Voters' Assembly, the latter shall be
16 responsible. If, however, the Trustees act without the resolution of the congregation, they
17 themselves shall be held responsible.
18 E. It shall be their duty to insure all the property of the congregation against loss or damage. They
19 shall keep the Church Council and congregation informed as to insurance coverage so that
20 policies may be updated and renewed on time.
21 F. It shall be their duty to see to it that the deeds and other valuable and important papers of the
22 congregation shall be kept securely. Also it shall be their duty to provide bonding in sufficient
23 amounts for the financial officers of the congregation.
24 G. After every election the Board of Trustees, in compliance with the laws of the State of Wisconsin,
25 shall confirm as such the Treasurer elected by the congregation.
26

27 **ARTICLE FIVE: BOARD OF SUNDAY SCHOOL AND YOUTH**
28

29 Section I. The Board of Sunday School and Youth shall consist of at least three [3] members. In addition,
30 the Sunday School Superintendent[s] shall also serve as voting member[s] of this Board. Terms of office
31 for the three elected members shall be two [2] years, terms beginning on June 1st of each odd numbered
32 year and concluding on May 31st of the succeeding odd numbered year. Board members may succeed
33 themselves twice [maximum of 3 consecutive terms or six consecutive years]. At their first meeting
34 following their installation into office they shall elect from their midst a Chairman [who shall sit on the
35 Church Council] and a Secretary. [See Constitution, Art.Six,Section IV. b.]
36

37 Section II. The Board of Sunday School and Youth shall be charged with the supervision of our educational
38 program on all levels (with the exception of those areas of education under the guidance of the Board of
39 Parish Preschool) and to that end shall:

- 40 A. Appoint the Sunday School Superintendent[s] and assist in his/her work; make rules and regulations
41 in respect thereto; provide the best material available for the instruction of students (see Constit.
42 Art. Three, Section II); maintain an adequate staff; and in general, do everything possible to
43 increase the effectiveness of this educational agency.
44 B. Foster and encourage a program of teacher training for the purpose of maintaining a high level of
45 instructional competence among the members of the Sunday School staff.
46 C. Encourage the development of an Adult Bible Class program in the congregation and do all that is
47 possible to increase participation of the membership in organized Bible Study, in conjunction with
48 the Board of Elders.
49 D. Encourage the officers and leaders of all societies to increase the effectiveness of their organization
50 as an agency of Christian education.
51 E. See to it that an adequate program of youth work and activity is sponsored by the congregation; see
52 to it that the program of youth organization contributes to the spiritual edification of the
53 participants; and make every effort to enroll the young people of the congregation in the church
54 program of Christian education.
55 F. Supervise and/or promote other educational agencies within the parish which would enlarge the
56 opportunities of the congregation in the field of Christian education.
57 G. Encourage all those involved in our Christian educational programs to share the Gospel with our
58

1 community and to invite others to join us in worship, Sunday School, and Bible Classes.
2 H. Submit an annual budget request in the form and at the time requested by the Board of Finance.
3

4 Section III. The Board of Sunday School and Youth shall be authorized to appoint such officers and
5 committees as shall be necessary to carry out the duties of their work, as herein described, subject to
6 ratification by the Church Council [e.g. Youth Group Counselors, Sunday School Superintendent[s],
7 Christmas Program Committee, etc.].
8

9 Section IV. The Board of Sunday School and Youth shall meet monthly and on call for special purposes.
10
11
12

13 **ARTICLE SIX: BOARD OF FINANCE**

14

15 Section I. The Board of Finance shall consist of the congregational Treasurer, the Financial Secretary
16 [Collection Counter], and at least three [3] elected members whose term shall be two years, terms
17 beginning on June 1st of odd numbered years and concluding on May 31st of the succeeding odd
18 numbered year. Members may succeed themselves twice [three consecutive terms or six consecutive
19 years]. At the first meeting following their installation into office they shall elect from their midst [excluding
20 the Treasurer and Financial Secretary] a Chairman [who shall also sit on the Church Council] and a
21 Secretary. [See Constitution, Art. Six, Section IV.b.]
22

23 Section II. Duties

- 24 A. This Board shall have the responsibility for the preparation of the congregation's annual budget. To
25 accomplish this task it shall consult with all the various Boards and Committees through which
26 funds are dispersed. It shall then submit this budget to the Church Council, before it presents it to
27 the Voters' Assembly.
28 B. All other financial efforts and/or requests must be submitted to this Board for presentation to the
29 Church Council.
30 C. It shall have under its jurisdiction all the financial records of the congregation and shall see to it that
31 the proper accounting be done. It shall supervise the financial system of counting, bookkeeping,
32 and preserving our financial records, and shall see to it that an annual audit be done of all the
33 financial records of all Boards, Committees, and groups. To this end it shall appoint an audit
34 committee which shall be approved by the Voter's Assembly.
35 D. It shall be the Board's duties to educate the membership in its giving habits and work in conjunction
36 with the Board of Stewardship. It shall also oversee the distribution of offering envelopes.
37 E. It shall appoint the Financial Secretary and his staff [collection counters] as necessary.
38

39 **ARTICLE SEVEN: BOARD OF STEWARDSHIP**

40 Section I. The Board of Stewardship shall consist of at least three [3] members. Terms of office shall be
41 for two [2] years, terms beginning on June 1st of each odd numbered year and concluding on May 31st of
42 the succeeding odd numbered year. Members may succeed themselves twice [maximum of 3 consecutive
43 terms or 6 consecutive years]. At their first meeting following their installation into office they shall elect
44 from their midst a Chairman [who shall sit on the Church Council] and a Secretary. [see Constitution, Art.
45 Six, Section IV.b.]
46

47 Section II. Duties

48 This Board shall be charged with the task of gathering all time, talent, and treasure information of the
49 membership, and shall keep a file of the same.
50

51 To that end it shall:

- 52 A. Encourage the members of the congregation to actively participate in the functions of the church
53 through its societies, educational programs, and service programs.
54 B. Prepare a slate of nominations for all church officers to be filled by ballot in the May meeting and
55 conduct these elections [see Bylaws on Election Rules].
56 C. Nominate and/or suggest to the Church Council qualified men and women from its lists to fill all
57 appointed positions or committees and to supply nominations when vacancies exist.
58

- D. Obtain delegates to all church conventions or sectional meetings where congregational representation is needed.
- E. Conduct canvasses and surveys of the congregation in whatever field [such as education, finance, missions, etc.] that the Council and congregation may direct.
- F. Conduct an annual pledge program for the spiritual growth of the members.
- G. Submit an annual budget request in the form and at the time requested by the Board of Finance.

ARTICLE EIGHT: BOARD OF EVANGELISM

Section I. The Board of Evangelism shall consist of at least three [3] members. Terms of office shall be for two [2] years, terms beginning on June 1st of odd numbered years and concluding on May 31st of the succeeding odd numbered year. Members may succeed themselves twice [maximum of 3 consecutive terms or 6 consecutive years]. At their first meeting following their installation into office they shall elect from their midst a Chairman [who shall sit on the Church Council] and a Secretary. [see Constitution, Art. Six, Section IV.b.]

Section II. Duties

Their main concern shall be the on-going evangelism program of the congregation. It shall be their responsibility to direct the people of the church toward placing Christ's Gospel before the people of the congregation [inreach] and of the community and the world [outreach]. To this end they shall:

- A. Encourage all members to be trained in personal evangelism.
- B. Periodically assess the spiritual needs of the community.
- C. Keep a prospect list up to date and in use.
- D. Assist in making calls on prospective members.
- E. Provide such tracts and materials to aid the membership in their personal witnessing.

ARTICLE NINE: BOARD OF SOCIAL MINISTRY

Section I. The Board of Social Ministry shall consist of at least six [6] members. Terms of office shall be for two years, terms beginning on June 1st of each odd-numbered year and concluding of May 31st of the succeeding odd-numbered year. Members may succeed them-selves twice [maximum of three consecutive terms or six consecutive years]. On their first meeting following their installation they shall elect from their midst a Chairman [who shall also sit on the Church Council] and a Secretary. [See Art.Six, Section IV.b.]

Section II. The Board of Social Ministry shall be concerned with the social and temporal welfare of the congregation, and to this end it shall:

- A. Foster and promote within the congregation such attitudes that motivate and encourage the membership to be observant, sensitive, attentive, loving, and effective in responding to troubled individuals.
- B. Coordinate interested members of the congregation in providing meals for individuals in our congregation who are in need of such meals [on a temporary basis] due to recovery from illness or hospitalization or as the Board of Social Ministry shall deem appropriate.
- C. Coordinate and maintain within the congregation a pool of individuals who are willing and able to provide transportation to and from worship services and other church functions for those otherwise unable to secure such transportation. To this end it shall also seek out those who may be in need of such service.
- D. Coordinate and enlist a group of willing individuals to regularly and periodically visit and provide social contact with members of our congregation who are confined to their homes or are residing in nursing care facilities.
- E. At least annually plan and organize an activity or event for the congregational membership for the purpose of creating an awareness of and raising funds for Lutheran Churches or affiliated organizations in need of such help and shall provide a list of groups in need of funds to the Memorial and Bequest Committee.
- F. Regularly review its programs and explore new areas of social and physical concern within the congregation and it shall implement new avenues of Social Ministry where necessary and feasible.

1 G. Submit an annual budget request in the form and at the time requested by the Board of Finance.

2
3 **ARTICLE TEN: BOARD OF PARISH FELLOWSHIP**
4

5 SECTION I: The Board of Parish Fellowship shall consist of at least five [5] members. Terms of office shall
6 be for two years, terms beginning on June 1st of each odd numbered year. Members may succeed
7 themselves twice [Maximum of three [3] consecutive terms or six [6] consecutive years. On the first
8 meeting following their installation they shall elect from their midst a Chairman [who shall also sit on the
9 Church Council] and a Secretary [See Art. Six, Section IV.b.]
10

11 SECTION II: DUTIES

12 The basic objectives of this Board are the strengthening of the fellowship between congregational
13 members spiritually and socially, the integration of new members into the life of the congregation, and the
14 general upbuilding of mutual cooperation, trust, and enjoyment among the members of the congregation.
15 To this end, the Board of Parish Fellowship shall:

- 16 A. Plan, supervise, and implement larger gatherings of the congregation which will further the goals of
17 the congregation from time to time through the year.
- 18 B. Maintain constant contact with the other Boards of this congregation, both suggesting to them ways
19 of furthering their work through fellowship and drawing from them requests and suggestions for
20 fellowship activities.
- 21 C. Maintain an adequate group of willing workers who will help plan, coordinate, and execute the work
22 necessary to the successful accomplishment of fellowship goals.
- 23 D. Provide a general atmosphere of friendliness among the members on a smaller scale by
24 suggesting to groups, societies, Bible Classes, and the like, ways of bringing their members into
25 meaningful personal relationships.
- 26 E. Provide for integration of new members and their families into the congregation through periodic
27 fellowship night dinners, rallies, and the like in conjunction with the Board of Elders.
- 28 F. Review and adopt or adapt materials and ideas from various sources which will bring congregation
29 members into personal contact with groups through the use of family nights, fun fairs, talent
30 shows, and the like.
- 31 G. Plan, supervise, and implement recurring yearly events which will focus attention on the major
32 aspects of the congregation's work.
- 33 H. Supervise the work of any groups or clubs which begin as an offshoot of this Board, for
34 administrative purposes and program development
- 35 I. Submit an annual budget request in the form and at the time requested by the Board of Finance.
36

37 **ARTICLE ELEVEN: SCHOOL BOARD**
38

39 Section I: The School Board shall consist of at least five (5) members. Term of office shall be two years,
40 terms beginning on June 1st of each odd-numbered year. Members may succeed themselves twice
41 (maximum of three (3) consecutive terms or six (6) consecutive years). On the first meeting following their
42 installation into office they shall elect from their midst a Chairman (who shall sit on the Church Council), a
43 Vice-Chairman, a Recording Secretary, a Treasurer, and a Public Relations Chairperson. (See Art; Six,
44 Section IV.b.). The Preschool Director, the Principal, the Pastor, and the Congregational Chairman shall be
45 non-voting ex-officio members of the School Board. The Preschool shall be called Rainbow Preschool.
46

47 Section II. DUTIES

48 The School Board, to fulfill the purpose of providing a safe environment and growth opportunities shall:

- 49 A. Oversee the hiring, maintenance, and dismissal of contracted paid personnel, and shall develop
50 and review policies concerning wages, benefits, and job-related duties of such contracted paid
51 personnel. The Voters of this congregation shall be responsible for the calling of all non-
52 contracted teachers, following the procedures in the Constitution, Article Nine.
- 53 B. Develop and maintain an educational program that fulfills the school's purpose, meets state
54 requirements, and is in accordance with Article Three of the Constitution.
- 55 C. Prepare and annually review the Preschool Director's job description which lists the major
56 responsibilities of the administrator.
- 57 D. Work with, support, and supervise the Preschool Director, who is responsible for the daily
58

- 1 management of all aspects of the preschool's operation.
2 E. Be responsible for the funding and financial management of the school, including (but not limited
3 to) all salaries, withholding tax, etc.
4 F. Prepare and present regular reports and plans on the preschool and its future to the Church Council
5 and Congregational Voters' Assembly.
6

7 To assist in achieving these ends:

- 8 A. Funds entrusted to the School Board from student tuition shall be used in the operations of the
9 school and shall be managed by the School Board.
10 B. Gifts to the school are to be used at the discretion of the School Board.
11 C. The Board Treasurer shall be responsible for all salaries, purchases, and other disbursements that
12 the Board deems fit and proper.
13 D. As much as is proper and practical, the Board shall pay from its funds all costs that may be incurred
14 solely as the result of school operation.
15 E. The School Board shall make an annual written report to the congregation, including enrollment
16 statistics, receipts and disbursements, and any other items that the Church Council may deem
17 appropriate.
18 F. All assets of the school will be transferred to St. Peter's Lutheran Church, Waterford, Wisconsin, in
19 the event the school should dissolve.
20

21 **ARTICLE TWELVE: MEMORIAL AND BEQUEST COMMITTEE**

22 Section I. Historical Background

23 These Articles of Association and Declaration of Trust were originally made and entered into the
24 17th day of September, A.D., 1962, pursuant to the authority granted by a Resolution, duly adopted by the
25 Church Council of St. Peter's Lutheran Church of Waterford, Racine County, Wisconsin, at a regular
26 meeting of said Council, duly convened on even date herewith, and following the approval hereof given by
27 the voting members of said church at a regular Congregational Meeting held on September 17, 1962. They
28 were revised in 1993 and approved by the Voters' Assembly of said congregation in May of 1993. Further
29 revision was made in 1994, superseding all previous Articles of Association for the Memorial Trust Fund.
30

31 THE MEMORIAL AND BEQUEST FUND. It is hereby expressly declared that there is hereby
32 created a MEMORIAL AND BEQUEST FUND which shall consist of any and all monies and funds now
33 existing in the name and credit of St. Peter's Evangelical Lutheran Church, herein called the Church, or
34 hereafter to be donated to the Church for special and general charitable purposes by any donor, excepting
35 any funds which shall be donated or designated for current or annual budgetary expenses. The said fund
36 shall be held and invested by a group of Committee members, herein-after called the committee members,
37 which shall be constituted and carry on business as hereafter provided.
38

39 Section II. Location and Records

40 The principle office of the Memorial committee shall be at the general Church offices, wherever the
41 same shall be located, and any and all books, ledgers, journals, portfolios and reports of the committee
42 members from past years shall be kept and maintained at said principle office.
43

44 Section III. The Memorial and Bequest Committee (Number, Appointment, Tenure)

45 The MEMORIAL AND BEQUEST COMMITTEE shall consist of five (5) committee members of
46 recognized experience and competence in financial affairs and business, and shall be members of St.
47 Peter's congregation, four (4) of whom shall be appointed by the Church Council. The committee members
48 shall hold office for a term of four (4) years, and until their successors are appointed and qualify. They shall
49 qualify by ratification of the Voters' Assembly. By reason of their office, the Pastor(s) and Congregational
50 Chairman shall be non-voting ex officio members of this Committee. None of the committee members
51 shall be members of the Church Council, with the exception of the Congregational Treasurer, who by this
52 office shall be a committee member. At its regular October meeting, the Church Council shall appoint one
53 member to the Committee to serve a four-year term. All committee member appointments by the Church
54 Council shall be ratified by the Voters' Assembly. No bond or other undertaking shall be required of any
55 committee member in the faithful discharge of his duties as such committee member, it being fully
56 recognized by the creators of this fund that no Christian shall accept the responsibility for administering that
57 which belong to the Lord without the complete acknowledgment that he may not disappoint the Lord with
58

1 poor management and inadequate provisions to do His work.

2
3 Section IV. Committee Meetings

4 Regular meetings of the committee members shall be held at the Church offices at least
5 semi-annually in January and July, and they may hold meetings at any time for the transaction of business
6 upon the call of the Chairman of the Committee. The committee members shall elect annually among
7 themselves one to act as Chairman and preside at all meetings, one as Vice-Chairman to act in the
8 absence of the Chairman, one as Secretary, and one as Financial Officer. The Financial Officer's selection
9 shall be ratified by the Church Council.

10 Four out of five of the committee members shall constitute a quorum for the transaction of
11 business. The Memorial and Bequest Committee may delegate to any one or more of their number the
12 exercise of any power or the performance of any act or duty which the Memorial and Bequest Committee
13 as a whole might exercise or perform.

14
15 Section V. Reports by the Memorial and Bequest Committee

16 The Memorial and Bequest Committee shall make written reports of their operations to the Church
17 Council and Voters' Assembly at their January, May, September, and November meetings, showing all
18 receipts, disbursements and earnings from investments, and the assets and condition of the fund. Such
19 reports shall be submitted by the Memorial and Bequest Committee to the Church Council and Voters'
20 Assembly and shall become a permanent part of the Church records.

21
22 Section VI. Powers and Functions of Committee Members.

- 23 A. It shall be the duty of the committee members to faithfully and diligently administer this fund [as
24 would diligent and prudent men acting in their own behalf], to keep correct and accurate records
25 of all business transacted, and to exercise prudence and economy in the business of the fund; to
26 act only in good faith, and only for the best interests of the congregation; to quarterly render a full
27 and correct account of the fund business, and, at the termination of the same as hereinafter
28 provided, to render up and deliver all the properties and funds of the fund to the Church.
- 29 B. The Memorial and Bequest Committee shall have absolute and exclusive investment control and
30 management of the fund. The Memorial and Bequest Committee shall have no right to expend
31 the capital fund, or any part thereof, for any reason whatsoever, except for investment and
32 reinvestment (except under subsections D and E).
- 33 C. The Memorial and Bequest Committee shall keep an accurate record of all donations and
34 memorials given for specific purposes, including the name of the donor, amount donated and date
35 of donation, a record of amounts designated by the Church Council for specific purposes, a record
36 of amounts undesignated for specific purposes, and all interest and accruals to the fund as a
37 whole. Any and all interest and accruals earned by the investment of the fund or any part thereof
38 shall be regarded as being undesignated for specific purposes, except as designated by donors.
39 The Memorial and Bequest Committee shall provide such sums of money from the fund as may
40 be periodically requested in writing by the Church Council and only for the specific purposes for
41 which they were either donated or initially designated by the Church Council. Any and all
42 undesignated donations to the fund or memorials to the fund which shall remain undesignated for
43 a period of (1) one year following submission of the Memorial and Bequest Committee's Reports to
44 the regularly scheduled Voters' Assembly as above provided, shall become and remain an
45 integral part of the corpus of the fund until the fund be terminated or amended, except as
46 provided under Subsection E below.
- 47 D. EXPENDITURE OF ANNUAL INCOME (UNDESIGNATED INTEREST EARNED). Annual interest
48 income shall be spent according to the following procedure:
- 49 1. At least 10% of all interest shall be placed into the corpus of the fund and become
50 undesignated principle.
 - 51 2. The remaining annual interest earned shall be marked for expenditure.
 - 52 3. The Committee members of the MEMORIAL AND BEQUEST FUND shall meet within forty
53 (40) days after the end of the year to do the following:
 - 54 a. Determine the interest earned on the corpus that year.
 - 55 b. Roll at least 10% of the interest earned into the corpus of the fund.
 - 56 c. Withdraw the remaining interest income and transfer it to a readily accessible
57 interest bearing account.
- 58

- 1 d. Make a list of possible charities, projects, etc., for which the spendable interest can be
- 2 divided and spent, including amounts suggested for each charity, project, etc.
- 3 e. Pass this list on to the Church Council for review at their March Council meeting.
- 4 4. The Church Council at their March meeting shall then:
- 5 a. Review the figures on interest earned for the previous year.
- 6 b. Review the list of charities, projects, etc. submitted by the MEMORIAL AND BEQUEST
- 7 FUND committee members.
- 8 c. Make any changes, corrections, additions, or deletions to this list as they deem proper.
- 9 d. Prepare to recommend this list to the Voters' Assembly at their May meeting.
- 10 5. The Voters, at their May meeting, shall:
- 11 a. Review the figures on interest earned for the previous year.
- 12 b. Review the list of charities, projects, etc., submitted by the Church Council.
- 13 c. Make any changes, corrections, additions, or deletions to this list as they deem proper.
- 14 d. Vote to approve this list and amounts as given and/or amended.
- 15 e. Vote to authorize the MEMORIAL AND BEQUEST FUND committee members to pay out
- 16 the interest earned in accordance with the list and amounts voted upon.
- 17 6. The MEMORIAL AND BEQUEST FUND committee members shall:
- 18 a. Pay out the interest earned in accordance with the decision of the Voters' Assembly.
- 19 b. Report back to the Church Council when said payments have been made.
- 20 7. Because emergencies arise, a certain amount of interest earned shall be listed and earmarked
- 21 as Emergency Relief Fund.
- 22 a. A Minimum of 10% of the total interest each year or \$5,000, whichever is greater, shall
- 23 be designated as Emergency Relief.
- 24 b. Interest amounts that remain undesignated following the May Voters' meeting shall be
- 25 added to the Emergency Relief Fund.
- 26 c. This money will be held in a readily accessible interest bearing account until such
- 27 time as the Church Council deems it appropriate to spend some or all of it for an
- 28 emergency need.
- 29 d. Should the Emergency Relief Fund, funds designated to charities, or any portion of these
- 30 funds not be used in a given year, they shall be carried over to the next year and added
- 31 to the amount designated as Emergency Relief Fund for the following year.
- 32 e. The Emergency Relief Fund shall not be allowed to exceed \$20,000 unless voter
- 33 approval is obtained for the larger amount. Should the Emergency Relief Fund exceed
- 34 this maximum amount for any reason, the excess amount shall be transferred into the
- 35 corpus of the fund at the earliest date possible.
- 36 E. THE SPENDING OF THE CORPUS (UNDESIGNATED PRINCIPLE) OF THE MEMORIAL AND
- 37 BEQUEST FUND. The principle of the Memorial Fund can be expended for major projects or
- 38 emergencies if the following criteria are met.
- 39 1. The Church Council and/or the MEMORIAL AND BEQUEST FUND committee members
- 40 and/or any Voting member of the congregation must submit to the Voters' Assembly, in
- 41 writing, a detailed reason for the expenditure and the amount of undesignated principle that
- 42 they recommend spending.
- 43 2. Said recommendation must be approved in the following manner:
- 44 a. It must be passed by 2/3 of all Voting members. If 2/3 of all Voting members are not
- 45 present, at the next called Voters' Assembly those present shall constitute a quorum
- 46 and a 2/3 vote of those present shall be required to pass the expenditure.
- 47 b. It must then be passed by 2/3 of all Church Council members and MEMORIAL AND
- 48 BEQUEST FUND committee members meeting in joint session.
- 49 3. Monies designated by donors or the Church Council for specific purposes cannot be spent
- 50 for any other purpose than that for which it was designated.
- 51 F. No committee member shall be liable for any act or omission whatsoever of any other committee
- 52 member nor for any error of judgment or for any loss arising out of any acts in the execution of
- 53 this fund, so long as they are in good faith and not a willful breach of fund.
- 54 G. No person shall assume the position of committee member after his appointment by the Church
- 55 Council until he shall have fully read Article Twelve of these Bylaws and shall have executed an
- 56 acknowledgment and consent to abide by them to the best of his ability and with the help of the
- 57 Lord.
- 58

1
2 **ARTICLE THIRTEEN: CONGREGATIONAL OFFICERS**
3

4 The following officers shall perform their duties as indicated:
5

6 Section I. CHAIRMAN OF THE CONGREGATION

- 7 A. Shall assume over-all leadership in all congregational affairs.
8 B. Shall preside at the Voters' Assemblies.
9 C. Shall preside at the Church Council meetings.
10 D. Shall be represented, in his absence, by the Chairman of the Board of Elders.
11

12 Section II. SECRETARY OF THE CONGREGATION

- 13 A. Shall record all minutes of Voters' Assemblies.
14 B. Shall record all minutes of Church Council meetings.
15 C. Shall record attendance at all Voters' Assemblies.
16 D. Shall notify all Boards and Committees of the Voters' actions and instructions regarding their work.
17 E. Shall be responsible to notify membership of regular and special Voters' Assemblies.
18 F. Shall issue press releases to the community of important events in the congregation.
19 G. Shall notify the Board of Stewardship of any vacancies that arise on Boards and Committees.
20

21 Section III. TREASURER OF THE CONGREGATION

- 22 A. Shall receive itemized statements of the weekly receipts of the congregation from the Finance
23 Committee [collection counters], and permanently record the same.
24 B. Shall disburse all the funds according to the instructions of the Church Council.
25 C. Shall present up-to-date financial reports to the congregation as to its financial condition.
26 D. Shall furnish to the Board of Finance a budget comparison report for use in its budget preparations.
27 E. Shall be the custodian of all valuable papers and documents of the congregation and shall have in
28 his possession a copy of the inventory of the congregation, prepared by the Board of Trustees.
29 F. Shall perform, in the field of finance, whatever duties the congregation, Church Council, and the
30 Board of Finance shall request.
31 G. Shall have appointed, when necessary, an assistant by the Church Council.
32

33 **ARTICLE FOURTEEN: ORGANIZATION OF BOARDS**
34

- 35 A. Each Board shall elect its own Chairman and Secretary.
36 B. The Secretary of each Board shall keep accurate minutes of its Board's meetings, copies of which
37 shall be available for Church Council meetings.
38 C. Each Board may organize additional committees, with Church Council approval, as needs arise to
39 carry out the responsibilities assigned.
40 D. Each Board shall meet once a month at their discretion. Special meetings are by call of the Board
41 Chairman.
42 E. Reports and recommendations as well as program plans shall be made to the Church Council and
43 to the Voters' Assembly by the Chairman of each Board.
44

45 **ARTICLE FIFTEEN: ELECTION RULES**
46

47 ELECTIONS SHALL BE PREPARED AND CARRIED OUT AS FOLLOWS:
48

- 49 A. The Board of Stewardship shall select a slate of candidates for all of the elected positions available.
50 They shall select only one candidate for each available position.
51 B. The Board of Stewardship shall submit its slate of candidates to the Board of Elders no later than
52 the March Board of Elders meeting in an election year. [Note: Elections take place at the May
53 Voters' Assembly on odd-numbered years.]
54 C. At their March meeting the Board of Elders shall approve or disqualify candidates solely on the
55 basis of the following three criteria:
56 1. Each candidate must be regular in his/her worship attendance.
57 2. Each candidate must be regular in his/her participation in Holy Communion.
58

