

CONSTITUTION AND BYLAWS

of

**Mount Calvary Evangelical Lutheran Church
Lancaster, PA**

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CONSTITUTION

of Mount Calvary Evangelical Lutheran Church of Lancaster, Pennsylvania

A Church of the Lutheran Church—Missouri Synod
Meeting at 308 Petersburg Road, Lititz, PA 17543

Mission and Purpose

It is the will of our Lord Jesus Christ that His disciples should preach the Gospel to the whole world (Mark 16:16, Matthew 28:18–20, Acts 1:8). That Christ’s mission for His church might be carried out according to His will, He has commanded that Christians unite in worship (Hebrews 10:24–25), practice fellowship with one another (Acts 2:42), witness to all people (Acts 1:8), help each other grow in the Word (Ephesians 4:11–14), serve the needs of all people in Christian love (Ephesians 4:7–16, Mark 10:42–44, John 13:35, Galatians 6:10), administer the Sacraments of Baptism (Mark 16:16, Matthew 28:19) and the Lord’s Supper (I Corinthians 11:23–26, Luke 22:19, Mark 14:22–24), administer the Office of the Keys as His Church (John 20:21–23, Matthew 18:15–20), and maintain decency and order in the Church (I Corinthians 14:40).

Therefore we, a number of Lutheran Christians living in and near Lancaster, Pennsylvania, have established a congregation to carry out these principles. We accept and subscribe to the following Constitution and Bylaws in accordance with which all spiritual and material affairs of our congregation shall be governed.

Article I. Name

The legal name of this congregation shall be Mount Calvary Evangelical Lutheran Church of Lancaster, Pennsylvania. The common name of our church shall be Mount Calvary Lutheran Church.

Article II. Confession of Faith

This congregation accepts and acknowledges all the Canonical Books of the Old and New Testaments as the inspired Word of God, and all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as a true and sound exposition of Christian doctrine taken from and in full agreement with the Holy Scriptures. In this congregation, no doctrine shall be taught or tolerated which is at variance with these Symbols of the Evangelical Lutheran Church, namely,

1. The three Ecumenical Creeds: the Apostles’, the Nicene, and the Athanasian,
2. The Unaltered Augsburg Confession,
3. The Apology of the same,
4. The Smalcald Articles,
5. Luther’s Large Catechism,
6. Luther’s Small Catechism and
7. The Formula of Concord.

Article III. Synodical Affiliation

This congregation shall be affiliated with the Lutheran Church—Missouri Synod (LCMS), English District, as long as the Confessions and Constitution of said Synod are in accord with the Confession and Constitution of this congregation as laid down in Article II of this Constitution.

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

The Synod and/or District shall have an advisory role to this congregation and shall have no legislative authority over its affairs.

Article IV. Final Authority for Matters of Belief and Conduct

This congregation's Confession of Faith (Article II) does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, speaks with final authority concerning truth, morality and proper conduct, and is the sole and final source of all we believe. For purposes of this congregation's faith, doctrine, practice, policy, and discipline, our Pastor and Elders are the final authority on the Bible's application. If Pastor and Elders fail to reach consensus on any such matter, the parties to the dispute shall appeal to the English District of the LCMS, who will advise on the disputed matter.

Article V. Rights and Powers of the Congregation

Art. V. Section 1. Autonomy

This congregation, subject to the limiting provisions and regulations of this Constitution and its associated Bylaws, shall have supreme power in the administration of its affairs. No duly elected or appointed officials of the congregation shall have any power or authority beyond that conferred upon them by the congregation. Each administrative board, including the Church Council, shall be responsible for the performance of such duties as the congregation may delegate to them. Such delegated rights and powers, both of officers and administrative boards, shall be subject to revision or complete withdrawal by the congregation at its discretion.

Art. V. Section 2. Doctrine and Conscience

Matters of doctrine and conscience shall be judged in accordance with Article II. Unanimity shall be required for a final decision. Other matters are covered by Article V, Sections 6 and 7, of this Constitution, Article 1, Section 3.E, and Article II, Section 2, of the Bylaws.

Art. V. Section 3. Property Rights

If at any time a separation shall take place in this congregation as a result of a doctrinal dispute, the property of the congregation and all the benefits therewith connected shall remain with those members of the congregation who shall continue to adhere to Article II of this Constitution.

Art. V. Section 4. Church Council

The right of electing Council Members of the congregation shall ever be vested in the congregation and shall never be delegated to an individual or a subordinate body within the congregation. The procedures for electing Council members are contained in Article VI of the Bylaws.

Art. V. Section 5. Calling of Pastors

The right of choosing and calling Pastors of the congregation shall ever be vested in the congregation and shall never be delegated to an individual or a subordinate body within the congregation. The procedure for calling a Pastor is contained in Article IV of the Bylaws.

Art. V. Section 6. Removal from Office

Any elected or appointed official or Pastor of this congregation may in Christian and lawful order be removed from office for valid cause. Valid cause for such removal shall be persistent adherence to false doctrine, a scandalous life, persistent failure to abide by church policies or willful neglect of official duties. No action shall be taken against the Pastor except under the advice and guidance of proper Synodical officials. Removal from office shall be effected by a two-thirds majority vote of the voting members present at a regular or special voters meeting. A written statement of cause and the proposed resolution of removal from office shall be provided to the voting members, as well as to the person named in the removal resolution, at least four Sundays prior to such voters meeting.

Art. V. Section 7. Amendments

To add, alter, or repeal any article or section of this Constitution, except Article II, it shall be necessary to place such proposed change in writing before the congregation at any regular or special meeting. Then the proposed change shall be sent to all of the voting members of the congregation at least two weeks prior to the next meeting. If the proposed change receives the approval from two-thirds of the voting members present at this meeting, it shall be submitted to the English District for its approval. If the District approves, the proposed change shall become a part of this Constitution. If not, the proposal shall be re-written in accordance with the District's advice and the process begun again.

Art. V. Section 8. Amendments to Article II

Any proposed amendment which alters the essential meaning of Article II of this Constitution shall be subject to 100% unanimous approval by the pastor and all voting members. If Article II is ever revised so as to change its essential meaning, this church body shall be considered dissolved, and this entire Constitution and Bylaws considered null and void.

Art. V. Section 9. Bylaws

This congregation may adopt Bylaws as may be required for its governance.

Article VI. The Office of the Pastor

Art. VI. Section 1. Qualifications

The Pastoral office in this congregation shall be conferred upon such ministers or candidates only who profess their acceptance of and adherence to all the Canonical Books of the Old and New Testaments as the inspired Word of God, and all the Symbols of the Evangelical Lutheran Church enumerated in Article II of this Constitution, and are approved by the Lutheran Church—Missouri Synod. By the call extended to and accepted by them, all Pastors shall be pledged to faithful adherence to the Word of God, the Symbols of the Evangelical Lutheran Church, and the Policies in Article VII of this Constitution.

Art. VI. Section 2. Duties

The duties of the Pastor shall be to conduct public worship and preach the Word of God according to Article II of this Constitution, to administer the Holy Sacraments and the Office of the Keys according to Christ's institution, to bring the consolation of the Gospel to the sick and infirmed, to aid parents instructing the young in Lutheran doctrine, to supervise the religious instruction within the congregation,

to lead an exemplary life, to be an ex officio member of all boards and committees of this congregation, and to perform all the duties and special acts incumbent upon his Pastoral Office.

Article VII. Policies on Human Life, Marriage and Sexuality

Art. VII. Section 1. Human Life

In accordance with Genesis 1:26–27, Genesis 9:6, Psalm 22:9–10, Psalm 139:13–16, Jeremiah 1:4–5, Matthew 9:36, Matthew 14:14, and Matthew 18:1–6, Mount Calvary Evangelical Lutheran Church of Lancaster, Pennsylvania, affirms that all human life is created by God in His image, so that all human life, from conception to natural death—including pre-born babies, the aged, and the physically or mentally challenged—holds immeasurable value and dignity. We are therefore called to value, defend and protect all human life.

Art. VII. Section 2. Marriage

In accordance with historical Christian teachings, especially those listed in Article II, this church affirms that God has ordained marriage to be between one biological male and one biological female person. A civil union involving any other combination of parties is not recognized as a marriage; therefore this church will not host, officiate at or recognize any such union.

Art. VII. Section 3. Sexuality

In accordance with Genesis 1:27 & 31, Genesis 5:2, *et al.*, this church affirms that human sex is defined by biology, not psychology. One's birth sex is ordained by God, male or female, and is not changeable. Any questionable situations which may arise in the Church shall be referred to and addressed by the Pastor and the Elders.

In accordance with Matthew 15:18–20; 1 Corinthians 6:9–10, *et al.*, this church affirms that any form of sexual immorality is sinful and offensive to God. In accordance with Acts 3:19–21; Romans 10:9–10; 1 Corinthians 6:9–11, this church affirms that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. Every person must be afforded compassion, love, kindness, respect, and dignity. In accordance with Mark 12:28–31; Luke 6:31; 1 John 3:14–15; Ephesians 4:31, this church affirms that all hateful and harassing behavior or attitudes, directed toward any individual, are not in accord with Scripture nor the doctrines of the ministry, and shall be repudiated.

BYLAWS

of Mount Calvary Evangelical Lutheran Church of Lancaster, Pennsylvania

A Church of the Lutheran Church—Missouri Synod
Meeting at 308 Petersburg Road, Lititz, PA 17543

Article I. Membership

Art. I. Section 1. Classifications of Membership

A. Baptized Members

Baptized members are all members who have been baptized with water in the name of the Father and of the Son and of the Holy Spirit and who are under the spiritual care of the Pastor of this congregation. Baptized children are received with the reception of their families into this congregation. Applications for membership by baptized individuals shall be considered by the Pastor, in consultation with the Elders, who may receive them into membership.

B. Communicant Members

Communicant members are baptized members who are eligible for Holy Communion and accept the doctrinal standards of Article II of this Constitution. Baptized members who have been prepared to receive the Sacrament of the Altar through instruction here or elsewhere are received as communicant members by the Elders upon the recommendation of the Pastor.

C. Confirmed Members

Confirmed members are those who have publicly affirmed the faith of their baptism in the rite of confirmation, upon the completion of a course of instruction under the direction of the Pastor and accept the doctrinal standards of Article II of this church's Constitution. Confirmed members are received by the Elders upon recommendation of the Pastor through the rite of confirmation, by transfer, or upon reaffirmation of faith.

1. Confirmation

Baptized members of this congregation are received as confirmed members after they have completed a course of instruction under the direction of the Pastor and given witness to their faith in the rite of confirmation.

Baptized non-Lutheran Christians applying for membership are received after being instructed in the Lutheran understanding of the Christian faith and after giving witness to their faith either before the congregation, or, at the discretion of the Pastor, before the Elders.

Unbaptized adults are instructed in the faith and then baptized. Such reception into membership has the same effect as confirmation.

2. Transfer

Communicant members from any other congregation in the LCMS, or another Lutheran Synod in fellowship therewith, are received by transfer from the congregation in which they hold membership.

3. Re-affirmation of faith

Anyone from a congregation in the LCMS, or another Lutheran Synod in fellowship therewith, whose communicant membership has lapsed or been terminated, is received upon a public reaffirmation of faith. Prior to the public reaffirmation, a period of instruction shall be arranged for such applicants.

D. Voting Members

All Confirmed and Communicant members who are eighteen years of age or older are and shall be counted as members of the Voters Assembly.

Art. I. Section 2. Duties and Rights of Members

It shall be the privilege and duty of members of this congregation to:

- A. grow in the Christian faith and life through faithful use of the means of grace, attend Divine Service where possible, searching the Scriptures at home and in fellowship with other members of the congregation and its agencies, and for communicant members partaking of the Lord's Supper frequently,
- B. live a morally decent life before God and all people, abstaining from open works of the flesh (Galatians 5:18–21), and so conducting themselves at all times as to bring credit rather than blame upon the Church of Jesus Christ,
- C. permit themselves to be fraternally admonished and corrected in accordance with the instruction in Matthew 18:15–20 when they have erred,
- D. provide for the proper Christian training of their children by instruction at home and through the agencies of the congregation,
- E. contribute toward the maintenance of the congregation and extension of the Kingdom of God at home and abroad to the limit of their financial ability,
- F. place their God-given talents and abilities in the service of Christ through the Pastor, the Council, and other agencies of the congregation as set forth in its Constitution and Bylaws, so that the Ministries of the congregation may be effectively carried out,
- G. continue to hold fast, in faith and conduct, this church's Confession of Faith as laid out in Constitution Article II.
- H. voting members: attend and participate in the meetings of the congregation.

Art. I. Section 3. Termination of Membership

Membership in this congregation shall be terminated as follows:

A. Transfers

A member desiring transfer to another Lutheran congregation shall apply to the Pastor. Upon approval by the Pastor, a letter of transfer shall be issued, and name removed from the membership roll. All transfers shall be reported to the Elders, to the congregation in the church publications and to the next regular meeting of the congregation.

B. Join Other Churches

In cases where members of the congregation have joined a non-Lutheran congregation, they shall, upon the decision of the Pastor and the Elders, be deemed to have terminated their membership in this congregation, forfeiting all rights and privileges of such membership, and their names removed from the membership roll.

C. Whereabouts Unknown

The names of members who whereabouts are unknown and cannot be established within a period of one year shall be removed from the membership roll of the congregation by the Elders in consultation with the Pastor and placed in a file designated "Whereabouts Unknown". Such membership is terminated and shall be reported as such at the next regular meeting of the congregation.

D. Self-Exclusion

When the responsibilities of church membership are not being met regularly or consistently as outlined in Section 3 of this article, the Elders and the Pastor shall review the circumstances. They shall offer encouragement and admonition to such members, as deemed appropriate, with the goal that such members become active, especially in public worship.

If, after one year of such activity, the Pastor and the Elders consider that no progress toward responsible membership has been made, such members shall be considered to have excluded themselves from the congregation. Upon notification, such members' names shall be removed from the membership roll and placed in the congregation's mission file.

Such self-exclusion releases the individual from all duties to this congregation; however, that person will at all times be cordially welcome to attend worship services and partake of the Lord's Supper upon meeting the requirements.

Restoration to full membership shall take place upon the request of the individual with the approval of the Pastor and the Elders by way of reaffirmation of faith as described in Section 2. C. 3. of this Article.

E. Excommunication

Excommunication is to be applied to members who persistently conduct themselves in an unchristian manner and fail to repent and amend their ways i.e., to any who openly adhere to false doctrine, give evidence of immoral and offensive lives, cease to agree with this church's Confession of Faith (Constitution, Article II), belong to an anti-Christian organization, or willfully despise the Lord's Supper and the preaching of the Gospel. The Pastor and the Elders shall initiate the process of excommunication in accordance with the instructions in Matthew 18:15-20. Excommunication shall be effective by a two-thirds majority vote of the voting members present at a regular or special voters meeting.

Art. I. Section 4. Forfeiture of Rights

All terminated members shall have forfeited their rights as members of this congregation and all claim upon the property of the congregation as such, or any part thereof. This forfeiture of all rights also applies to those who may sever their connection with the congregation.

Art. I. Section 5. Restoration of Membership

Persons who have been removed from membership for whatever reason shall be restored with all rights and privileges when they repent and ask forgiveness (when they have erred) through the Pastor and the Elders. The restoration of membership shall be made known to all confirmed members by whatever method the Pastor and the Elders deem most suitable.

Art. I. Section 6. Pastoral Vacancy

When a Pastoral vacancy exists for this Congregation, the Elders may act on the items of Article V with appropriate guidance of a vacancy Pastor or a District official when available.

Article II. Church Organization

Art. II. Section 1. Church Council

The Church Council Members shall be:

- President
- Vice President
- Recording Secretary (non-voting, appointed)
- Chairman, Board of Worship
- Chairperson, Board of Witness and Outreach
- Chairperson, Board of Education and Youth
- Chairperson, Board of Social Ministry
- Chairperson, Board of Finance and Stewardship
- Chairperson, Board of Trustees

Art. II. Section 2. Duties of Congregation and Ministry Boards

A. Duties of the Congregation (For details, see Articles III, IV, VI and X):

- Call the Pastor
- Elect Council officers
- Adopt the annual budget
- Approve staff additions through the annual budget
- Purchase or selling of church facilities
- Dissolve the corporation
- Revise the Constitution and bylaws
- Develop and implement the vision and mission statements of the Congregation

The above items may be assigned to a subsidiary group within the Congregation for gathering information and preparing resolutions for action. However, any action on such information and resolutions must be accomplished by properly convened meetings of the Congregation.

B. Duties of the Boards (For details, see Article VII):

- Develop a yearly plan for their areas of ministry.
- Make policy decisions for issues not requiring Congregational approval consistent with the Constitution and Bylaws.
- Prepare resolutions for action at meetings of the Congregation.
- Supply cost figures for the annual budget to the Board of Finance
- Employ and dismiss employees reporting to their Boards through the personnel committee.

Article III. Meetings of the Congregation

Art. III. Section 1. Regular Congregational Meetings

All voting members are expected to attend the meetings of the congregation which shall be held four times per year. The notice of the meeting place, time, and nature of business shall be made known to the Congregation membership beginning at least two weeks prior to the meeting by letter for those that have signed up for mail communications, by announcements placed in Sunday bulletins, verbally at Divine Services, in the monthly newsletter, and by email. Such meetings shall take place on the third Sundays in February, May, August and November each year. These meetings may be rescheduled at the discretion of the Council President.

Art. III. Section 2. Special Congregational Meetings

Special meetings may be called by the President, Pastor, or any five voting members of the congregation. Special meetings and their purpose must be announced at least two weeks prior to the meeting by announcements placed in Sunday bulletins, verbally at Divine Services, and by mail or email for those who have signed up for mail or email communications.

Emergency meetings may be called with a specific agenda that requires immediate action by the congregation. Emergency Meetings may be called by the President or Pastor, and any 2 (two) other Council Chairs. Announcements shall be made through email or phone calls for those without email. The Vice President shall be responsible for ensuring all communication requirements are met for emergency meetings. Topics in emergency meetings shall be limited to financial, safety, and emergency district and synodical matters.

Art. III. Section 3. Quorum and Voting

A quorum must be present to transact any business at regular and special meetings. A quorum shall consist of 20 voting members, or 8% of the congregation's voting members, whichever is greater.

A simple majority of the votes cast shall be necessary to approve resolutions except for the following:

1. Matters of doctrine and of conscience, which are covered by Article V, Section 2 of this Constitution.
2. Removal from office, which is covered by Article V, Section 6 of this Constitution.
3. Amendments to the Constitution and Bylaws, which are covered by Article V, Section 7 of this Constitution.
4. Excommunication, which is covered by Article I, Section 4.E of these Bylaws.

Absentee balloting is prohibited. By failing to attend a meeting, members waive the right of casting their vote during such meeting.

Art. III. Section 4. Resolutions

Where possible, resolutions to be presented at any meeting of the congregation shall be made in writing prior to the meeting.

Art. III. Section 5. Order of Business

Voters meetings shall follow the agenda prepared by the President in conjunction with the Church Council. The meetings may be conducted in accordance with the current copy of *Robert's Rules of Order* as a guide. The Vice President shall be the Parliamentarian.

Article IV. Calling of a Pastor

Art. IV. Section 1. Type of Call

A Call Committee shall be formed to select and recommend men for the congregation to consider calling as Pastor. (The Call Committee shall not Call a Pastor.) Two types of Pastoral calls can be made: either from the field or from one of the Synod's seminaries. At a properly convened voters meeting, the congregation shall decide which type of call is to be made. A simple majority of the votes cast shall determine which type of call will be made. If the call is to be made from one of the seminaries, skip to Section 4 of this article for the procedure. If the call is to be made from the field, proceed to Section 2.

Art. IV. Section 2. Call Committee

The Call Committee shall consist of the President, Chairperson of the Elders, and five voting members elected by the congregation. The election of a Call Committee may take place at the same meeting at which the Type of Call is decided, with nominations taken from the floor. The Call Committee shall select a Chairperson from among its members. In the event of a change in officers during the call process, the new officers mentioned above will be added to the Call Committee, and the outgoing officers shall remain on the expanded committee to maintain continuity.

Art. IV. Section 3. Procedure for a Call from the Field

A. All confirmed members shall be notified that they may submit names of candidates by a specific date. This notification shall be at least two weeks prior to that date. Names submitted by voting members will be sent to the District President or other proper Synodical officials for consideration to be included on the official call list.

B. The Call Committee shall request the District President or other proper Synodical officials to submit a list of suitable candidates along with their resumes.

C. The Call Committee shall meet with the Circuit Visitor to review and discuss the resumes of the candidates and shall proceed to select and recommend three or more candidates who in their opinion best fulfill the needs of the congregation.

D. Names of the selected candidates, along with appropriate background information shall be published at least two Sundays prior to the vote on a call.

E. At a properly convened voters meeting, the selected candidates shall be submitted for election by written secret ballot.

F. The candidate receiving the majority of votes shall be considered elected. In case no one candidate receives a majority of the votes cast, the candidate receiving the fewest votes shall be removed from the list and another ballot shall be taken of the remaining candidates. In case of a tie for fewest votes, another ballot shall be taken without removal of any candidates. This procedure shall be repeated until one candidate has received the majority of the votes cast.

G. This candidate-elect shall be notified of the selection by the Circuit Visitor or the President of the congregation. If the candidate-elect is available to accept a call, the official call document and supporting papers shall be prepared, signed by the officers of the congregation, and submitted to the candidate-elect.

H. The opportunity for exchange of additional information and an interview or visitation (expense must be authorized by the congregation) shall be extended to assist the candidate-elect in considering the congregation's call.

I. If the candidate-elect declines the call, then the procedure starting with "E" shall be repeated.

J. If the process has been repeated so that the candidates recommended by the Call Committee number less than three the procedure starting with "A" shall be repeated.

Art. IV. Section 4. Procedure for a Call from a Seminary

If the congregation votes to call directly from one of the Synod's seminaries, the President shall contact the Synod's placement committee for an assignment. Normally the Synod's placement committee selects a seminary candidate for the congregation; however, the congregation may vote to request a specific seminary candidate.

Art. IV. Section 5: Procedure for a Call from an Alternative Ordination Program

Should the congregation desire to utilize an alternative ordination program offered by an LCMS Seminary in order to fill a pastoral need (other than the primary pastor), the congregation shall form an exploratory committee to consider whether and how to make use of the program. The committee shall take the same form as the call committee described in Article IV. Section 2. The committee shall recommend a course of action for approval by the congregation, and serve as a call committee in the event that the congregation votes to move forward with the program.

Article V. Elders

The Elders are responsible for the spiritual welfare and activities of the Pastor and congregational members and regular attendees, individually and corporately.

- A. The Pastor, in consultation with the President and the Elders, shall select a minimum of five men to serve the congregation for renewable two-year terms as Elders. They shall consider selecting a non-current Elder, according to the qualifications found in Exodus 18:21, 1 Timothy 3:1-7 and Titus 1:6-9. The congregation shall vote whether to ratify the Elders for each term. The Pastor shall be responsible for teaching the Elders the duties of this office.
- B. A Head Elder is chosen by the Pastor and Elders annually. The Head Elder chairs the Elders meeting in consultation with the Pastor. The Head Elder shall nominate an Elder to chair the Board of Worship. The Head Elder shall notify the Elders of upcoming term expirations. The Elders shall discuss and decide whether an Elder reaching the end of his 2-year term will continue as Elder for another 2-year term.
- C. The Elders shall serve in maintaining true Christian doctrine and practice, as set forth in Article II of the Constitution. The Elders shall work closely with the Pastor to see that the duties of Office of the Ministry entrusted to him are carried out in the congregation and the community. They shall assist in the ministry, as requested, such as visitation of the sick and delinquents, and caring for the needs of this congregation. The Elders, with the Pastor, shall be responsible for ensuring all the schedules for Communion Assistants are published. The Elders shall arrange for qualified worship leaders in case of an emergency.
- D. The Elders, with the Pastor, shall carry out their duties concerning church membership as prescribed in Article I of these Bylaws. In particular, they shall be in charge of church discipline in accordance with the instructions in Matthew 18:15-20, and responsible for an annual review of the membership roll, and shall revise the roll in accordance with Article I. Sect. 3 and 4 of these Bylaws.
- E. The Elders, with the Pastor, shall prepare a list of goals for the Office of the Pastor on an annual basis. The Elders shall then review the performance of the Pastor annually in meeting these goals and recommend to the Personnel Committee the Pastor's compensation and benefits.
- F. The Elders shall serve as Communion Assistants in the Divine Service and may recruit and supervise other men in the congregation to serve as Communion Assistants. Communion Assistants are spiritually mature men, active in the study of God's Word, who assist the Pastor with distributing Holy Communion.
- G. The Elders shall oversee the Safe Church Coordinator and recruit members of the congregation to serve as leaders of the Mercy Care Team.

1. Safe Church Coordinator

The Safe Church Coordinator is the current Office Secretary, who, in consultation with the Chairperson of the Board of Education and Youth, shall report to the Council on the status of Mount Calvary as a Safe Church. The Council is responsible to implement the Safe Church Policy.

2. Mercy Care Team

The Mercy Care Team shall provide comfort and support to the shut in members of this church by assessing their spiritual and physical needs to determine how the church can provide ongoing support for them. This includes but is not limited to visiting and delivering faith-building materials.

Article VI. Nominations and Elections

Art. VI. Section 1. Nominations

The appointment of the Nominating Committee is covered in Article VII, Section 2.A, of the Bylaws. The Nominating Committee shall prepare a list of candidates for the regular elections of the President and Vice President and the chairperson of each board, drawn from the voting members who have been members of this congregation for at least one year. The nominees for President and Vice President shall be male (Deuteronomy 1:13, I Corinthians 14:34, I Timothy 2:12). Any voting member of the congregation may submit names for inclusion on the list of candidates up until one month prior to the election. The nominee for the chair of the Board of Worship shall be an elder submitted by the Head Elder. The Nominating Committee shall investigate nominees to determine if they are Constitutionally eligible and willing to serve. The list of candidates shall then be made available to the congregation at least two weeks prior to the election.

To fill vacancies for any cause, the President of the congregation shall propose a willing candidate that meets the requirements set out in these bylaws. The candidate shall be elected by the congregation in a special meeting.

Art. VI. Section 2. Elections

The elections for members of the Council shall be held at the fall meeting on the second Sunday in November of the congregation for two-year terms. Elections are held according to the following schedule:

| Odd-Numbered Years | Even-Numbered Years |
|-------------------------------------|--|
| President | Vice President |
| Chairperson of Social Ministry | Chairperson of Finance and Stewardship |
| Chairperson of Witness and Outreach | Chairperson of Education and Youth |
| Chairman of Worship | Chairperson of Trustees |

Terms of office for all members of the Council shall begin the following January 1st. If an officer is removed from office before his term expires, such removal shall be in accordance with Constitution, Article V, Sect. 6.

Art. VI. Section 3. Church Fiscal Year

All finances and terms of office will be based on the calendar year.

Article VII. Officers, Boards, Ministries, and Committees

Art. VII. Section 1. Corporate Officers

The corporate officers of the congregation are President, Vice President, and Financial Chair for the purposes of conducting business as an incorporated congregation. The President and Vice President shall fulfill their respective roles. The Chair of the Board of Finance and Stewardship shall hold the Financial Chair position. The Recording Secretary shall serve as an ex officio member of the officers with the purpose of recording any official business of the congregation.

Art. VII. Section 2. President

The President shall preside at all regular and special meetings of the congregation and at all meetings of the Council. The President shall uphold the Constitution and Bylaws of the congregation and see to the execution of all decisions made by the congregation.

The President is an ex officio member of all boards and committees. The President shall appoint all special committees and assist Board Chairpersons in the selection of members for their ministry teams. The President shall attend Board of Elders' meetings. The President shall perform other duties related to this office as prescribed by this Constitution, Bylaws, and by resolutions of the congregation. The President shall appoint a Recording Secretary to serve during the term of office of the President. The President shall be responsible for certifying the minutes and other legal documents which must be executed from time to time for the church. The President shall serve as the registered agent for this church.

A. Nominating Committee

The President shall appoint a minimum of three voting members to the Nominating Committee. These appointed members should not hold elected office while serving on the Nominating Committee.

B. Personnel Committee

The President of the congregation, Chairman of Worship, and Chairperson of Finance and Stewardship shall be responsible for all matters regarding personnel, which include salaried employees and annual contract employees. Such matters include personnel policies and practices, recommended salaries, recommended benefits, adherence to personnel laws of the State, matters of personnel growth, and matters of personnel hiring and termination. Employee contracts shall be signed by the President of the congregation.

For the handling of confidential personnel matters, the Personnel committee is authorized to proceed with the necessary details and only inform the congregation of the subject and final decision.

Art. VII. Section 3. Vice President

The Vice President shall serve as the Parliamentarian during each Congregational and Council meeting. The Vice President may preside over meetings in the event that the President is unable to serve in his role. The Vice President shall be responsible for ensuring all communication requirements are met for emergency meetings.

Art. VII. Section 4. Recording Secretary

The Recording Secretary shall record all minutes of each Congregational and Council meeting and shall retain an accurate recording of the minutes with the permanent approved records of this congregation.

The Recording Secretary shall be responsible for notifying the congregation of all regular and special meetings.

Art. VII. Section 5. Board of Worship

The Board of Worship is responsible for activities associated with worship service, weddings, funerals, and special services. To accomplish this, the Board will utilize ministry teams to provide for the Music and Worship Assistants.

The Chairman shall be an Elder nominated by the Head Elder and elected by the Congregation. The Chairman shall be responsible for ensuring that the schedules for the Musicians, Ushers, Acolytes, Altar Guild and Audio/Video Technicians are published. The Chairman shall be responsible to ensure that all Worship Assistants are properly instructed in their duties. The Chairman shall serve on the Personnel Committee.

A. Music Ministry

The Music Ministry is responsible for the scheduling of musicians for worship services. In consultation with the Pastor, the music ministry selects music used within each service, including preludes, postludes, offertories, hymns, choirs, instrumentalists, and any special music.

B. Worship Assistants

Worship Assistants are others who serve during the Divine Service and may include: Ushers, Acolytes, Communion Assistants, the Altar Guild, and Audio/Visual Technicians.

1. Ushers

The Ushers serve in the Divine Service by handing out bulletins, collecting the offering, taking attendance, assisting to seat worshippers, building security during services, and any other duties assigned by the Pastor.

2. Acolytes

The Acolytes serve in the Divine Service by lighting and extinguishing the candles, serving as crucifers, and assisting with any other duties assigned by the Pastor.

3. Communion Assistants

Communion Assistants help with distribution of communion and assist with other duties as assigned by the Pastor.

4. Altar Guild

The Altar Guild is responsible for the maintenance of the altar. The members maintain an adequate supply of communion wine and hosts, candles and oil, baptismal napkins, etc. The Altar Guild establishes a schedule of persons to prepare for communion and baptisms and to oversee the distribution of the altar flowers after the service. The Altar Guild changes the altar paraments according to the church seasons and sees that the altar paraments are kept clean and in good repair. The Altar Guild supervises the chancel furnishings for festival seasons and special services such as weddings and funerals. The Altar Guild may train younger members in the congregation that are receiving instruction for Confirmation.

5. Audio/Visual Technicians

The Audio/Visual Technicians are responsible for the audio and visual operation during the service. The technician also ensures that any recordings of the services are properly maintained as agreed upon with the Board of Worship.

Art. VII. Section 6. Board of Witness and Outreach

The Board of Witness and Outreach is focused on strengthening individual and family witness, equipping and connecting the congregation to community outreach opportunities, and delivering God's gifts through local, national, and international missions. The board accomplishes its mission by utilizing Witness and Community Outreach, Missions, and Media ministry teams.

A. Witness and Community Outreach

The Witness and Community Outreach team conducts congregational activities that reach out to the community and the world with the good news of forgiveness in Jesus Christ, while concurrently supporting and resourcing home catechesis and individual vocational witness.

B. Missions

The Missions team seeks opportunities for the congregation to support and serve alongside local, national, and worldwide ministries and organizations that are delivering the love of God through word and deed. Emphasis and priority will be given to LCMS District and Synodical outreach initiatives. The Missions team shall be directly involved in any local church plants that the congregation is involved in.

C. Media

The Media team seeks methods to proclaim law and gospel utilizing a multichannel approach that includes, but is not limited to congregation website, social media, print/radio advertisements.

Art. VII. Section 7. Board of Education and Youth

The Board of Education and Youth provides for the spiritual growth of adults and youth of the congregation through the planning and administration of an educational program for all age groups; and provides for the involvement of the young people in acts of Christian Service and the opportunity for Christian fellowship. To accomplish this, the Board Chair will utilize Ministry teams to focus on Sunday School, Youth, and Adult Spiritual Growth.

A. Sunday School

The Sunday School ministry consists of the Sunday School Superintendent and the Sunday School teachers, which support the children of Mount Calvary from PreK–8th grade. The Sunday School ministry conducts Sunday School classes each Sunday and holds quarterly meetings to review upcoming lessons with the Pastor.

B. Youth

The Youth ministry supports the youth of Mount Calvary in Grades 9–12. Youth leaders are responsible for providing Bible Studies, regular meetings, activities, and fund-raising activities for the Youth. Youth Leaders also encourage the Youth to regularly attend Divine Service and Bible Study and to participate in various Church initiatives, especially outreach events.

C. Adult Spiritual Growth

The Adult Spiritual Growth team is responsible for working with the Pastor to develop Bible Study opportunities for members of the church. The team will develop various educational opportunities to spiritually feed the members of our church. The responsibility for leading Bible Studies may be shared among multiple church members at the Pastor's discretion.

Art. VII. Section 8. Board of Social Ministry

The Board of Social Ministry ministers to the physical needs of those, churched and unchurched, who have need for our help. By giving aid in a Christian manner, a door will be opened to introduce and/or reinforce Jesus Christ in the recipients' lives. In addition, this board will be responsible for helping to integrate and assimilate new members into the congregation. To accomplish this, the Board will utilize Ministry Teams to focus on Fellowship and Hospitality.

A. Fellowship

The Fellowship team is responsible for leading a team of members to organize and plan activities that are designed to engage the congregation and develop internal relationships. With assistance from the Elders, this ministry team is responsible for welcoming, integrating and assimilating new members into the congregation by providing them with opportunities to serve and utilize their skills and talents to serve the Lord. Fellowship initiatives are to be conducted regularly and properly communicated to the congregation.

B. Hospitality

The Hospitality team is responsible for engaging members who will prepare meals for members in need of meal support. The team is also the lead contact for special food events such as the new member meal, funerals, weddings, Confirmation, potlucks, and other special functions. The team is also responsible for serving snacks and coffee at Sunday School and is the lead contact for food service for any outreach events.

Art. VII. Section 9. Board of Finance and Stewardship

The Board of Finance and Stewardship shall manage the operation of the church including the property and all finances. To assist in these tasks, the Board will utilize the following positions and Ministry Teams: Treasurer, Financial Secretary, Stewardship and Auditing team.

Whenever possible and practical, donor-designated gifts shall be applied as requested. However, the Board of Finance and Stewardship shall have discretion regarding allocation of designated gifts. Donors will be notified if funds are to be used for a different purpose. Donors will not be permitted to recover a designated contribution if the church fails to honor the donor's designation.

The Chairperson shall prepare the budget every year with the help of other board chairs and the personnel committee for presentation to the congregation. The Chairperson shall serve on the Personnel Committee.

A. Treasurer

The Treasurer is appointed by the President of the Congregation and is approved by the Council. The Treasurer should be of sound financial mind and shall not have family relations to the Chair of Finance, Financial Secretary, the President of the Congregation, or the Pastor. The Treasurer pays all invoices and makes other disbursements authorized by the Council (this may be done by the Financial Secretary under the direction of the Treasurer). The Treasurer oversees the payment of employees and independent contractors, including withholding taxes. The Treasurer is responsible for ensuring all reports with government agencies are filed and maintains accounting records of all receipts and expenditures of the congregation. The Treasurer shall make all accounting records available to the Auditing Committee. The Treasurer prepares monthly financial reports for the Council and the congregation and the financial information for the annual report to the Synod/District.

B. Financial Secretary

The Financial Secretary is a member of the congregation that counts offerings (with the help

of another unrelated person) and deposits them in the congregation's bank account. The Financial Secretary records the contributions in the individual records and posts the offerings in the Treasurer's financial records. The counting of offerings, the recording of contributions, and the posting of offerings may be conducted by volunteers that are selected by the Financial Secretary and the Chairperson of Finance and Stewardship. The Financial Secretary issues statements to members who have offering envelopes on an annual basis and at other times requested by the Chairperson of Finance and Stewardship. The Financial Secretary also orders offering envelopes and distributes them to the members.

C. Stewardship

The Stewardship team initiates programs each fall for the development of good stewardship attitudes in the members of the congregation regarding time, talents, and treasures. The team maintains a congregational talent file and makes it available to the Council and the Nominating Committee.

D. Auditing Team

The Chairperson of Finance and Stewardship, in conjunction with the President, shall appoint an Auditing Team consisting of a chairperson and two voting members, to audit the financial books of the congregation. The audit shall be completed by February 28 for the previous calendar year. Persons on the auditing team shall not have family relations to the Treasurer, the Chairperson of Finance and Stewardship, Financial Secretary, the President of the Congregation, or the Pastor. They shall also audit the books when a vacancy occurs in the office of Financial Secretary or Treasurer or when requested to do so by the congregation.

E. Timothy Education Fund

The Mount Calvary Lutheran Church Timothy Education Fund exists to support ministry-related education and training among members of this parish, for the service and benefit of this parish. Timothy Fund donations may be made by anyone at any time through a designated gift. Disbursements may be requested at any time by, or on behalf of, any parish member by filling out a request form and submitting to the Council for approval. Timothy Fund disbursements shall be administered as laid out in Article VIII.

Art. VII. Section 10. Board of Trustees

The Trustees maintain the property of the church and keep it in good repair, supervise the janitorial and other custodial workers, coordinate and are responsible for the use of the facilities, and secure and safely preserve the congregation's deeds and other valuable documents. The Trustees are empowered to spend what is deemed necessary in case of an emergency, up to a maximum amount established by the congregation. The Board of Trustees may solicit help from the congregation to complete defined tasks as needed to maintain the property of the church. The trustees are responsible for contracting any required outside services to maintain the property of the church. Approvals for non-recurring expenditures shall follow the finance approval levels as defined in Article VIII.

Art. VII. Section 11. Other Ministries and Committees

The President of the Congregation, with the Council, may appoint leaders to function as liaisons between multiple ministry teams to further the ministry of the Church.

Article VIII. Financial Approval Levels

Non-budgeted payments shall be requested through, and are subject to the approval of, any board chair or other staff member. Such payments may require additional approvals. Levels of approval are as follows:

- \$1000 or less Treasurer approved to pay
- \$1001 to \$2500 Requires Financial Board Chair approval
- \$2501 to \$5000 Requires Council approval
- Over \$5000 Requires Congregational approval: special or emergency meeting.

Budgeted items approved through the budget over \$5000 are required to be clearly defined with purpose and scope at the time of budget approval as a single line item. Items approved with a line item in the budget do not require further approval with the congregation. Line items do not require individual accounts but should be tracked for end of year reporting.

Article IX. Societies and Organizations

Societies and organizations within the congregation may be organized with the approval of the congregation. They shall strive to further the aims of the congregation, provide educational features and fellowship for their members.

They shall render written reports of their activities and financial standing at the close of each fiscal year to the congregation. Their officers shall be confirmed members of this congregation. In case an organization is dissolved, its property shall become the property of the congregation.

Article X. Bylaws Review and Amendments

Art. X. Section 1. Bylaws Review Committee

In each year ending with a 0 or 5, the President shall appoint a member to create a Bylaws Review Committee. This member shall select 3 or more members to review these Bylaws and determine the need for any changes, and to solicit and review Bylaws suggestions from the congregation. Within 6 months of its appointment, this Committee shall report its recommendations, if any, to the Council. This Committee shall continue as a standing committee for 5 years.

Art. X. Section 2. Bylaws Amendments

Suggestions for changes to these Bylaws may be made at any time by any member of the congregation, by sending the proposed addition, revision, or deletion along with the reason for the proposal, to any church officer who shall send it to the Bylaws Committee.

Whenever such a proposal is received, the Bylaws Committee shall meet to consider it, and present it to council with recommendations. With the committee's and the council's recommendations appended, the proposed change shall be sent to all of the voting members of the congregation at least two weeks prior to the next congregational business meeting. If the proposed change receives the approval from a simple majority of the voting members present at this meeting, it shall be submitted to the English District for its approval. If the District approves, the proposed change shall become a part of this Constitution. If not, the proposal shall be re-written in accordance with the District's advice and the process begun again.