

The Constitution

of

Siloah Evangelical Lutheran Church

3721 NORTH 21st STREET
MILWAUKEE, WISCONSIN 53206

Adopted in the year of our Lord

January 2010

PREAMBLE

“Whereas God states in 1 Corinthians 14:40 that all things in His church should be done “decently and in order,” we, the members of this congregation in Milwaukee, Wisconsin, adopt the following Constitution and bylaws.”

ARTICLE I

NAME

The name of this congregation in Milwaukee, Wisconsin, shall be Siloah Evangelical Lutheran Church.

ARTICLE II

PURPOSE

The purpose of this congregation shall be:

1. To strengthen and preserve ourselves and our children in the one true faith; (I Peter 2:2¹; Mark 10:14; Romans 10:9; I John 3:23)
2. To proclaim the Gospel of Jesus Christ to those who know Him not, that others may be won for our Savior and His heavenly Kingdom; (Mark 16:15; Matthew 28:19-20; Acts 1:8)
3. To minister to the physical needs of our fellow men, especially to those who are of the household of faith (Galatians 6:10)

ARTICLE III

CONFESSIONAL BASIS

This congregation accepts and confesses the Canonical Books of the Old and New Testaments as the revealed, written Word of God and all the symbolical books of the Evangelical Lutheran Church contained in the Book of Concord², as a correct presentation and true exposition of Christian doctrine, drawn from, and in full agreement with the Holy Scriptures. According to this

¹ The Bible passages that are referenced in this document can be found in Appendix A.

² The Book of Concord contains: The Three Ecumenical Creeds (Apostles Creed, Nicene Creed, and Athanasian Creed), The Unaltered Augsburg Confession, Apology of the Augsburg Confession, The Smalcald Articles, The Small Catechism of Luther, The Large Catechism of Luther, and Formula of Concord.

norm of doctrine all doctrinal controversies that may arise in this congregation shall be decided and resolved.

Only such hymns, prayers, and liturgies shall be used in the public services of the congregation and in all ministerial acts as conform to the confessional standard above. Likewise, in all classes for instruction in Christian doctrine, only such books that conform to this standard shall be used.

ARTICLE IV

MEMBERSHIP

A. CHURCH MEMBERSHIP

Such only can be and remain members of this congregation as:

1. Are baptized;
2. Declare their adherence to all books of the Old and New Testaments as the only rule and norm of faith and life;
3. Are familiar at least with Luther's Small Catechism and declare their acceptance of the same;
4. Are not members of any anti-Christian lodge: Eph. 5:11-12; II Cor. 6:14-18; Matt. 5:34-37;
5. Do not live a sinful lifestyle, but lead Christian lives;
6. Attend public worship regularly and partake of the Lord's Supper frequently;
7. Abide by this Constitution and all the resolutions of the congregation not in variance with the Word of God and permit themselves to be fraternally admonished and corrected when they have erred.

B. TERMINATION OF MEMBERSHIP

1. By Transfer

A member intending to join a sister congregation for reasons justified by the Word of God must apply for a transfer from this congregation, whereupon he shall receive a letter of transfer, provided, of course, he has fulfilled his obligations to the satisfaction of this congregation.

2. By Release

Members who sever their connections with Siloah by joining a Christian church other than a sister congregation shall receive a notice of their release from this congregation.

3. By Removal

Members who are absent or unreachable for a period of two years or those who sever their connections with Siloah by joining a non-Christian church shall be removed from membership in this congregation.

4. By Excommunication

A member giving offense by a worldly life or by deliberate and continued absence from public worship or Holy Communion must be dealt with according to Matthew 18. Refusing to repent and amend, such a member shall be publicly excommunicated from the congregation. Such an excommunicated member may, however, again become a member of this congregation at such time as he sincerely repents.

C. VOTING MEMBERSHIP

1. Voting Rights

Communicant male members of this congregation who have attained the age of eighteen shall be granted voting rights upon application at any regular voters' meeting or as allowed by the constitutional bylaws of this congregation.

2. The Right to Hold Office

Those who have been voting members of this congregation for at least one year and have attained the age of twenty-one years shall be eligible for an office in the congregation. (I Cor.14:34-36; I Tim. 2:11-15)

3. Duty of Voters

It shall be the duty of every voting member to attend all the meetings of the congregation. An absent member waives his right to vote. Every member is duty bound to abide by the resolution of the majority unless otherwise specified by the constitutional bylaws of this congregation.

4. Voters' Meetings

Regular voters' meetings shall be held at least once a year. These meetings shall be announced in the church services on the preceding Sunday. Extra meetings may be held in the same manner at the request of the congregation or by a majority vote of the church council.

ARTICLE V

THE CALLING OF PASTOR(S) OR TEACHERS

A. QUALIFICATIONS

The office of pastor or Christian Day School teacher of this congregation shall be conferred only upon such as profess and adhere to the confessional standard set forth in Article III of this Constitution and are well qualified for their work. They shall, in the call extended to and accepted by them, be pledged to this confessional standard.

B. EXCLUSION

No pastor or Christian Day School teacher shall be considered as a candidate who is not a member of the Wisconsin Evangelical Lutheran Synod.

ARTICLE VI

THE DUTIES OF PASTOR(S) AND TEACHERS

DUTIES OF PASTOR(S)

The duties of the pastor(s) shall be to preach the Word of God in a pure, thorough and edifying manner according to the Holy Scriptures and the confessional writings of the Evangelical Lutheran Church, to adorn the doctrine they preach with a Christian life and thus set a good example for the congregation, to administer the Holy Sacraments as instituted by Christ, to conduct orderly worship services, to comfort the spiritually and physically ill, to instruct and confirm the children and such adults as can be gained, to supervise as necessary the Sunday and Christian Day School, to encourage evangelism at home and mission work abroad, and to encourage good stewardship among the members of the congregation.

ARTICLE VII

DUTIES OF TEACHERS

A. CHRISTIAN DAY SCHOOL TEACHERS

The duties of the Christian Day School teachers shall be to instruct and train the children entrusted to their care diligently and faithfully in the chief truths of the Word of God as they are revealed in the Scriptures and the confessional writings of the Evangelical Lutheran Church, to

teach all subjects in the light of God's Word, to maintain Christian discipline in the school, to serve the congregation as an example by their Christian life, to submit, when necessary, to the supervision of the pastors and others who may be given responsibility for the conduct of the school, and to do everything within the limits of their call and with regard to the needs and wishes of the congregation to advance the Kingdom of Christ.

B. PRINCIPAL

A Christian Day School teacher whom the congregation may designate or call to be the principal of the school shall be responsible for the conduct of the school together with the pastors and others who may be given this responsibility. The principal is under the direct supervision of the Board of Education.

ARTICLE VIII

DUTIES OF THE CONGREGATION

A. GENERAL

It shall be the duty of each member of this congregation to fulfill, by God's grace, the purposes set forth in Article I, upon the confessional basis described in Article II, and by Word and Sacrament be and remain good members of this congregation according to Article III-A, serving the Lord with gladness according to the ability He gives.

B. SUPPORT OF CHURCH

It shall be the high calling and privilege of every communicant member to bring sacrificial offerings of his time, talents, and treasures to the Lord through the church according to his ability. (I Cor. 16:2; Mark 16:15; I Cor. 9:14)

C. RELIGIOUS INSTRUCTION

It shall be the duty of all members to bring up their children in the nurture and admonition of the Lord (Eph. 6:14) and, to this end, to teach them God's Word at home, and also to avail themselves of the opportunities for Christian instruction which the congregation provides, such as Sunday School, Christian Day School and confirmation instruction. Parents shall send their children to school promptly and regularly, aid in maintaining discipline at all times, and give the teachers their full cooperation.

D. TOWARD PASTORS AND TEACHERS

1. Love and Honor

The pastors and teachers, being faithful in the discharge of their duties as set forth in Article V and VI, shall receive love and honor from the members of this congregation because of their responsible office and they shall guarantee them such a salary as the Word of God demands of Christians. (Compare I Cor. 4:1; I Cor. 9:8-14; I Tim. 5:18; Heb. 13:17)

2. Accusations

All accusations of false doctrine, scandalous life, or willful neglect of duty against a pastor or teacher must first be investigated by the council, and only after the council has upon thorough investigation found them well founded, shall they be submitted to the congregation. (see I Tim. 5:19)

3. Advisers

It is advisable for the congregation, when an accusation against a pastor or teacher is submitted, to use its right to have other pastors or teachers of the Synod present to serve as advisers. That the pastor or teacher, as well as the congregation, has the right to demand such advisers to be present is understood.

4. Removal from Office

Should a pastor or teacher through investigation by the congregation and following Matthew 18 be found:

- a.) proclaiming false doctrine detrimental to the soul and refuse to repent, Matt. 7:15;
- b.) leading a scandalous life and refuse to repent, Hosea 4:6;
- c.) being willfully unfaithful in the discharge of duties and refuse to amend, I Tim. 3:7,

the congregation shall remove the pastor or teacher from office, terminating the salary on the day of removal.

5. Private Offenses

Should a pastor or teacher give offense to certain individual members only and not publicly to the entire congregation, Christian love prohibits this sin from being made public or being brought to the knowledge of the council, but rather demands that those offended individuals deal with the pastor or teacher alone in a brotherly manner in accordance with Matthew 18. Only when dealing with a pastor or teacher alone, and then before two or three witnesses brings no results, shall these individuals be permitted to present their accusations to the council.

ARTICLE IX

POWERS OF THE CONGREGATION

A. GENERAL

The congregation as a body, through the voting members, shall have authority to administer and manage all of its own external and internal affairs. The establishment and conduct of all bodies within the congregation shall at all times be subject to the approval and supervision of the congregation. But, not even the congregation shall be empowered to order, enact, or decide anything contrary to the Word of God and the confessions of the Evangelical Lutheran Church (Article II) and any such decisions shall be null and void.

B. RIGHT OF CALLING

The right of calling pastors or teachers shall be vested in the congregation and shall never be delegated to a smaller body or to an individual within the congregation.

C. OFFICERS, BOARDS AND COMMITTEES

The officers of this congregation shall be: a president, a vice-president, a recording secretary, a treasurer, a financial secretary, a board of elders, a board of trustees, a board of education, and such other officers, boards, and committees as the Constitution and bylaws of this congregation may prescribe or as the congregation may elect in accordance with its needs.

The powers, duties and term of office of these officers, boards, and committees shall be prescribed in the bylaws of this Constitution unless otherwise specified by the Constitution, but whether they be elected or appointed, these members shall have no authority beyond that which has been conferred upon them, and whatever power or duty may have been assigned to them may at any time be altered or revoked by the voters. The pastors are ex-officio members of all boards and committees, and the teachers and the congregational president ex-officio members as specified in the bylaws of this Constitution. All officers, boards and committees thus prescribed shall be elected by the voters or appointed according to the bylaws of this Constitution, but appointed officers shall never exceed one-third of all members of the church council.

D. THE CHURCH COUNCIL

The church council shall consist of the following officers: the congregational president, vice-president, secretary, treasurer, financial secretary, and at least one representative of each of the various elected boards, and all officers elected or appointed as prescribed by this Constitution and bylaws. The powers and duties of the church council shall be prescribed in the bylaws of this Constitution unless otherwise specified or limited by the Constitution. The right of electing officers and adopting a budget, for the expenditure of all funds received by the church, through gifts, legacies or bequests, shall be vested in the congregation and shall never be delegated to a smaller body or to an individual within the congregation.

E. REMOVAL

If any officer, board member or committee member through investigation and following Matthew 18 be found:

- a.) proclaiming false doctrine detrimental to the soul and refuse to repent, Matt. 7:15;
- b.) leading a scandalous life and refuse to repent, Hosea 4:6;
- c.) being willfully unfaithful in the discharge of duties and refuse to amend, I Tim. 3:7,

the congregation shall remove officer, board member, or committee member from office.

ARTICLE X

PROPERTY RIGHTS

A. SALE OR PURCHASE OF REAL ESTATE

All decisions relating to the sale or purchase of real estate shall be decided in a voters meeting of congregation in accordance with the constitutional bylaws of this congregation.

B. SEPARATION

If at any time a separation should occur in the congregation, all of its property and benefits shall remain with those members of the congregation who adhere to this Constitution.

C. FORMER MEMBERS

All former members, whether peacefully transferred, released, stricken or excommunicated, surrender all their rights in the congregation and to its property.

ARTICLE XI

CHANGE IN CONSTITUTION

A. ALTERATIONS OR AMENDMENTS

To alter or amend any of the other articles of this Constitution, a two-thirds majority of members present shall be necessary. The meeting in which such alteration is to be voted on shall, however, be announced and the purpose of such meeting stated in the preceding meeting and Sunday church services, and the entire voting membership of the congregation shall be notified by mail.

B. UNALTERABLE ARTICLES

Articles II III shall be and remain unalterable and irpealable.

ARTICLE XII

BYLAWS

This congregation may adopt such bylaws as may be required for the accomplishment of its purpose, by a majority vote of those present. The meeting in which such bylaws are altered or amended shall, however, be announced and the purpose of such meeting stated in the preceding meeting and Sunday church services, and the entire voting membership of the congregation shall be notified by mail.

BYLAWS

ARTICLE I

ADMISSION INTO MEMBERSHIP

A. BAPTIZED MEMBERSHIP

All children and adults who have been baptized by the pastors, acting in behalf of the congregation, shall by such baptism be accepted as baptized members. All others who have already been baptized correctly shall be accepted by vote of the church council or congregation upon recommendation of the pastors. All baptized members shall be the souls for which this congregation shall be responsible.

B. COMMUNICANT MEMBERSHIP

1. By Confirmation

All who have been confirmed by the pastors acting in behalf of the congregation shall by such confirmation be accepted as communicant members.

2. By Transfer

Persons from a sister congregation desiring membership in this church may become communicant members if a verbal or written transfer has been received by this church and they meet all the requirements for membership in this congregation.

3. By Profession of Faith, Reaffirmation, or Adult Reception

Other persons may become communicant members after adult instruction, doctrinal discussions or interview by the pastors reveals that they are qualified for such membership according to the Constitution.

4. Procedure

The pastors and elders shall decide the eligibility of all persons desiring to become communicant members of the church. Upon submitting an application for membership, they shall be accepted by vote of the church council or congregation. If possible, they should be publicly accepted during a church service.

C. VOTING MEMBERSHIP

An eligible member who applies for voting membership shall sign an application form which states that he has read the Constitution and bylaws and that he will abide by them. He shall be accepted by vote of the church council or congregation, at which time he must be present.

ARTICLE II

VOTERS' MEETINGS

A. REGULAR MEETINGS

1. Number

There shall be two regular meeting of the congregation each year called the "Annual Voters Meeting" and the "Annual Budget Meeting." The Annual Voters Meeting shall be held in the month of January and the Annual Budget Meeting shall be held in the month of June, the date and time of both meetings is to be set by the church council. It may be a mass meeting following a dinner at which non-voting members may attend. All resolutions shall be decided by a simple majority vote unless otherwise specified in the Constitution or bylaws.

2. Purposes

The purpose of the Annual Voters Meeting shall be:

- a.) to hold an election of all officers, boards, and committee members as prescribed by the Constitution and bylaws.
- b.) to be updated on the annual budget.
- c.) to approve the church council's actions during the previous year in which it acted on behalf of the congregation.
- d.) to receive written or oral reports from all boards, committees and organizations of the church together with a pastoral report may be presented at the meal for the benefit of all.
- e.) to transact all other business which may come before the voters.

The purpose of the Annual Budget Meeting shall be:

- a.) to adopt an annual budget.

3. Order of Business

Order of Business for the Annual Voters Meeting

- a. Opening with Devotion
- b. Minutes
- c. Membership
- d. Elections
- e. Reports (These reports may be presented at the meal for the benefit of all)
- f. Financial Reports
- g. Council Actions and Recommendations
- h. Budget
- i. Unfinished Business
- j. New Business
- k. Adjournment with Prayer

Order of Business for the Annual Budget Meeting

- a. Opening with Devotion
- b. Minutes
- c. Financial Reports
- d. Budget
- g. Adjournment with Prayer

B. EXTRA MEETINGS

1. Purpose

Extra meetings of the congregation shall be announced as to time, place and purpose of the meeting.

2. Procedure

In the decision to **call a pastor or staff minister**, qualifications and duties shall be decided by the church council on behalf of the congregation before a request is made to the district president for suitable and competent candidates.

In the decision to **call a teacher**, qualifications and duties shall be decided by the board of education on behalf of the congregation before a request is made to the district president for suitable and competent candidates.

Subsequent to the decision to call a pastor, staff minister, or teacher, and after the DP has supplied a call list, a voters meeting shall be held to call the pastor, staff minister, or teacher. The voters of the congregation will use ballot voting to determine who to call. A clear majority is needed to determine who to call. The voters of the congregation will then have a straight up and down vote to extend the call to the person who has the clear majority.

The Pastor, Church President, and Secretary will fill out the call subsequent to the voters calling the pastor, staff minister, or teacher. The call is to include a list of duties that pertain to the call, the salary for the position, and the signature of the pastor, church president, and secretary.

More than one call can be discussed by the members and voted on by the voting members at an extra meeting of the congregation.

3. Order of Business

The order of business for an extra meeting of the congregation to call a pastor, staff minister, and teacher shall be:

- a. Opening with Prayer
- b. Call to Order
- c. Present and Discuss the Call List to the Voters
- d. Vote by Ballot and Collect the Call Lists
- e. Closing with Prayer

The order of business for all other types of extra meetings will be set by the Church Council.

ARTICLE III

OFFICERS OF THE CONGREGATION

A. THE OFFICERS

1. Qualifications

Candidates and officers of this congregation shall be devout, conscientious, of good report and qualified for their respective offices. All officers shall consider it their privilege and duty to attend faithfully, not only their board or committee meetings, but also the council and congregational meetings.

2. Number

The officers of this congregation in addition to those prescribed in Article IX-C of the Constitution shall be and include: an offering secretary, three to five members of a stewardship committee, and three to five members of an evangelism committee. There shall be five to seven members on the board of trustees, five to seven members on the board of education and five to seven members on the board of elders. There is to be three to five members on any ad hoc committee.

3. Election or Appointment.

Election: All officers shall be elected by the congregation at the annual meeting.

Appointment: The historian, stewardship committee, and evangelism committee shall be appointed by the pastor(s) together with the president and vice-president of the congregation subject to the approval of the church council at its meeting following the Annual Voters' Meeting. All elections shall be decided by a simple majority vote.

4. Term of Office

a.) The elected officers of the congregation shall be elected for a term of three years. The election of the president and vice-president shall be held one year, that of the recording secretary, financial secretary and an offering secretary the following year, and that of the treasurer shall be held the third year. The board of elders, the board of trustees and the board of education shall be elected so that the terms of office expire alternately.

b.) The appointed officers of the congregation shall be appointed for a term of three years.

B. DUTIES OF OFFICERS

1. Executive Branch

a.) The president shall preside at all meetings of the congregation and church council and shall be an ex-officio member of all boards and committees. He shall see to it that all meetings be conducted according to this Constitution and bylaws, Robert's Rules of Order³, and Christian brotherly love, and that the will of the congregation be executed according to the resolution of the congregation and church council. He shall appoint all temporary committees and delegates as directed by the congregation in the bylaws or by resolution. He shall see to it that one of the executive branch attend all meetings of the church council, boards and committees of the church.

b.) The vice-president shall assist the president in his duties and substitute for him in his absence. He shall serve as an ex-officio member of such boards and committees as are mutually agreed upon with the president.

³ Robert's Rules of Order is the informal short title of a book containing rules of order intended to be adopted for use by a deliberative assembly. A summary is provided in Appendix B.

c.) The executive branch together with the pastor(s) shall meet when necessary to make appointments or to conduct the business of the church in an orderly way.

2. Recording Branch

a.) The recording secretary shall keep an accurate record of the proceedings at all meetings of the congregation and church council, submit his minutes for approval at every regular subsequent meeting, and conduct the correspondence of the congregation and church council. He shall keep, according to subject matter, a record of resolutions which involve new or altered policies of the church.

b.) The appointed historian shall record all important historical developments in the congregation, submit a copy of his/her annual report to the Annual Voters' Meeting and carefully preserve all records, periodicals, etc., of historical value for the congregation. He/She shall also see to it that the minutes of the congregation and council are properly filed in the church vault.

3. Financial Branch

a.) The financial secretary shall receive all monies (offerings, contributions, etc.) for the congregation, keep an accurate account of these and deposit the same in the bank, giving proper vouchers to the treasurer. He shall render a monthly report of all receipts and disbursements.

b.) The treasurer shall carefully guard and preserve all monies of the congregation entrusted to him and, together with the assistant treasurer of payroll, disburse them according to instructions received from the congregation or council. He shall render a report of all disbursements to the council and congregation at every regular meeting. All disbursements are to be made by check signed by the treasurer and financial secretary or other authorized person, except the assistant treasurer. He shall also instruct the assistant treasurer of payroll in regard to all wages, salaries, payroll deductions, social security payments, etc. of all church workers. He shall at regular intervals deposit sufficient funds by check into a payroll checking account for proper disbursements by the assistant treasurer.

c.) The assistant treasurer of payroll shall disburse all payroll monies as instructed by the treasurer and keep a detailed account of all such disbursements. All payroll checks shall be signed by the assistant treasurer and financial secretary or other authorized person, except the treasurer.

d.) The offering secretaries shall act as chairmen of the offering committees and supervise the work of these committees. They shall be held responsible for the correctness of the cash received as compared with the individual and total envelope contributions, and turn the cash over to the financial secretary with triplicate vouchers.

4. Boards

a. Board of Trustees

The trustees shall guard, preserve and keep in good condition all the corporate property of the congregation, except that specifically entrusted to others. They shall keep a record of all valuables, such as bonds, notes, insurance policies. etc., and represent the congregation in the purchase or disposal of property. They shall hold regular meetings and recommend to the church council or congregation in writing the purchase and/or installation of the various major items deemed necessary, and shall supervise and inspect said purchases or installations. At the annual meeting of the congregation they shall report in writing the condition of those things that are in their care.

After the annual election, they shall elect a chairman from their midst who shall supervise the work of the church's janitor(s), be responsible for his purchases, issue purchase orders for all materials to be bought and assure himself that all materials purchased are received. He shall also act as liaison between the congregation and its officers, employees and organizations.

When contracting for services, the Trustees shall obtain written quotations from vendors based on the following table:

DOLLAR VALUE OF WORK	NUMBER OF QUOTES NEEDED
\$0 to \$1,500	1
\$1,501 to \$5,000	2
\$5,001 and higher	3

b. Board of Elders

The elders shall guard against perversion of the Gospel and adulteration of the Sacraments in the church. They shall assist the pastors in the performance of their duties, admonish the negligent and erring, visit the members and aid in the work of gaining new members. They shall maintain order in public worship, supervise the gathering of the offerings and deliver them to the financial secretary, welcome strangers and provide them with seats and hymnals and assist the pastors in the administration of the Sacraments. They shall lend their advice to the pastors concerning new members to be admitted into the congregation and be concerned with the work of any assistants to the pastors. They shall hold regular meetings and meet at least twice a year with the ushers whom they shall instruct and supervise.

They shall each year elect a chairman and secretary from their midst, who shall see to it that they and the ushers function properly.

c. Board of Education

The Board of Education shall have the welfare of the Day and Sunday School at heart, assist in maintaining good order therein, aid the pastor(s), principal and superintendent in supervising the

Day and Sunday School, admonish the parents to send their children regularly, aid in the work of gaining new children, manage the school busses. and together with the teachers, make the arrangements necessary for special church celebrations. The Board will supervise and fund the work of the school's janitor(s).

All Sunday School monies shall be disbursed in accordance with instructions received from the Board of Education. An accurate account of receipts and disbursements of Day School and Sunday School accounts shall be kept by the principal, administrative assistant, and the treasurer, a detailed report to be submitted to the Board of Education and to the congregation by the treasurer at their regular meetings.

The Board each year shall elect a chairman and secretary from among its members and a Sunday School Superintendent from a slate of candidates proposed by the pastor(s). It shall also appoint a superintendent for the Vacation Bible School. The chairman shall ensure that the Board of Education meets regularly. The chairman shall also provide an agenda for the meeting.

Under the direction of the Board, the Superintendent of the Sunday School and the Principal shall be in charge of all matters pertaining to their positions, including the staff, materials, discipline, attendance and promotion. The Sunday School Superintendent shall serve for a term of three years.

The Superintendent of the Vacation Bible School together with the Board, the pastors and the Evangelism Committee shall be in charge of all matters pertaining to it, including the staff, materials, discipline, attendance and promotion.

5. Committees

a. Stewardship Committee

The Stewardship Committee shall concern itself with the congregation's attitude toward Kingdom work. It shall strive to instruct it in the principles of Christian living, giving special emphasis to the reasons for Christ-centered living. It shall examine and develop methods of acquainting the members of the congregation with their high calling as priests of God, and see to it that opportunity for Christian service be provided. It shall meet regularly, together with the pastors.

Every year, the committee shall elect from among its members a chairman and secretary.

b. Evangelism Committee

The Evangelism Committee shall concern itself with the congregation's outreach to the lost souls in the community. It shall strive to educate the entire congregation in the principles of Christian evangelism and encourage participation in this work. It shall arrange a systematic program for reaching all un-churched people within the influence of the congregation with the purpose of winning them for Christ. It shall enlist and train lay members for personal evangelism. It shall meet regularly with the pastors.

Every year, the committee shall elect from among its members a chairman and secretary.

C. THE CHURCH COUNCIL

1. Membership

The church council shall consist of the above elected and appointed officers of the church (also see Article VIII of the Constitution) together with the pastors and male teachers. Only these shall have voting rights, but every meeting shall be open to other voting members provided that the meeting or part of the meeting is allowed by the Constitution to be opened.

2. Quorum

To conduct business at a meeting of the church council, it shall be necessary that at least one member from each of the five boards and committees be present. However, for the purpose of calling an extra meeting of the congregation, it shall be sufficient that a majority of those present vote in favor of such a meeting. Council meetings not held because of the lack of a quorum shall be dropped and the next meeting shall be held at the regular time.

3. Duties and Authority

The church council shall conduct the business of the church not in variance with the Constitution and bylaws of this congregation and its resolutions. It shall have the duty and authority to:

- a.) Accept new members and terminate membership.
- b.) To allocate and spend monies as allowed in the budget.
- c.) To approve appointments to the Stewardship and Evangelism Committees and to those temporary committees appointed by the president.
- d.) To call an extra meeting of the congregation when necessary.
- e.) Any other changes in the past practice and policy of the church shall first be submitted to the voters for approval.

4. Meetings

The church council shall meet regularly each month at an announced time and place. Special meetings may be called by the pastors or president. The council shall hold no meeting without the knowledge of the pastors. The meeting shall be conducted according to Robert's Rules of Order, Revised for Deliberative Assemblies.

5. Vacancies

Should a vacancy occur in any of the elected or appointed offices of the church, the president of the congregation may appoint a temporary officer to the position until such time as a regular election or appointment can be made. Such temporary officers shall meet the requirements of the Constitution and bylaws for such an office holder and shall have voting rights on the council. His appointment must be approved by the council.

6. Order of Business

- a.) Opening with Devotion
- b.) Minutes
- c.) Financial Reports
- d.) Membership
- e.) Board and Committee Reports
- f.) Old Business
- g.) New Business
- h.) Adjournment with Prayer

ARTICLE IV

TEMPORARY COMMITTEES

A. NOMINATING COMMITTEE

1. Election

The nominating committee shall consist of three members elected from the elected officers of the congregation and four voting members of the congregation not holding office. To prepare a slate of candidates for the annual voters' meeting, the council shall propose six officers and the congregation shall propose six non-officers. The non-officer candidate receiving the most votes shall serve for two years, the others for one year. The committee shall elect one of the elected officers to be its chairman.

2. Duties

The duties of the nominating committee shall be:

- a.) To select prospective candidates for all offices giving due consideration to possible recommendation by voting members, investigate the qualifications of such candidates, submit their names to the council for its approval on or before its September meeting, and solicit the consent of the candidate selected for nomination.
- b.) To prepare ballots for the annual election listing the candidates for each office as their names are drawn.
- c.) To make an earnest effort to secure two candidates for each office making their names known to the congregation.
- d.) To recommend candidates for all vacancies in the case of unexpired terms.
- e.) To enlist sufficient workers for the offering committees.

B. AUDITING COMMITTEE

An Auditing Committee consisting of three members shall be appointed by the president subject to approval of the church council at a meeting prior to the annual meeting of the congregation. This committee shall audit the books of the financial secretary, treasurer, board of education treasurer and/or all other persons, boards and committees receiving monies and submit its report at the annual meeting.

C. BUDGET COMMITTEE

A Budget Committee consisting of seven members shall be appointed by the president subject to approval of the church council. It shall include the treasurer, one member of each of the three elected boards, and three voting members who do not hold an office. The pastors and the second vice-president shall be ex-officio members. The president shall appoint the chairman and the second vice-president shall serve as secretary.

During the year, it shall serve as a salary review committee to which the church council or congregation can turn to for recommendations.

At the December council meeting, it shall present an annual budget to be recommended to the Annual Voters' Meeting in January. Taking into account their suggestions, the chairman shall present the final draft of the proposed budget in writing to the Annual Voters' Meeting.

The budget shall include the allocation of all anticipated receipts for the coming year. Upon the adoption of an annual budget by the congregation, the secretary shall have prepared the budget (for duplication) and an up-to-date schedule of wages and salaries.

D. FUTURE PLANNING COMMITTEE

A future planning committee shall be appointed by the president upon approval of the council when it is necessary for that committee plan various functions (i.e. anniversaries, dinners for special services).

E. CONSTITUTION COMMITTEE

A Constitution committee shall be appointed by the president upon approval of the council when it is necessary for that committee to function. It shall be the duty of the president to keep this Constitution and bylaws current.

Appendix A

Bible Passages Referenced in this Document - NIV

- I Corinthians 14:40
 - But everything should be done in a fitting and orderly way.
- I Peter 2:2
 - Like newborn babies, crave pure spiritual milk, so that by it you may grow up in your salvation,
- Mark 10:14
 - When Jesus saw this, he was indignant. He said to them, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these."
- Romans 10:9
 - That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved.
- I John 3:23
 - And this is his command: to believe in the name of his Son, Jesus Christ, and to love one another as he commanded us.
- Mark 16:15
 - He said to them, "Go into all the world and preach the good news to all creation."
- Matthew 28:19-20
 - "Therefore go and make disciples of all nations, baptizing them in^a the name of the Father and of the Son and of the Holy Spirit, ²⁰and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."
- Acts 1:8
 - "But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth."
- Galatians 6:10
 - Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.
- Ephesians 5:11-12
 - Have nothing to do with the fruitless deeds of darkness, but rather expose them. ¹²For it is shameful even to mention what the disobedient do in secret.

- II Corinthians 6:14-18

- Do not be yoked together with unbelievers. For what do righteousness and wickedness have in common? Or what fellowship can light have with darkness? ¹⁵What harmony is there between Christ and Belial^[a]? What does a believer have in common with an unbeliever? ¹⁶What agreement is there between the temple of God and idols? For we are the temple of the living God. As God has said: "I will live with them and walk among them, and I will be their God, and they will be my people."^[b]
¹⁷"Therefore come out from them
and be separate, says the Lord.
Touch no unclean thing,
and I will receive you."^[c]
¹⁸"I will be a Father to you,
and you will be my sons and daughters, says the Lord Almighty."^[d]

Footnotes:

- [2 Corinthians 6:15](#) Greek Beliar, a variant of Belial
- [2 Corinthians 6:16](#) Lev. 26:12; Jer. 32:38; Ezek. 37:27
- [2 Corinthians 6:17](#) Isaiah 52:11; Ezek. 20:34,41
- [2 Corinthians 6:18](#) 2 Samuel 7:14; 7:8

- Matthew 5:34-37

- But I tell you, Do not swear at all: either by heaven, for it is God's throne; ³⁵or by the earth, for it is his footstool; or by Jerusalem, for it is the city of the Great King. ³⁶And do not swear by your head, for you cannot make even one hair white or black.
³⁷Simply let your 'Yes' be 'Yes,' and your 'No,' 'No'; anything beyond this comes from the evil one.

- I Corinthians 14:34-36

- Women should remain silent in the churches. They are not allowed to speak, but must be in submission, as the Law says. ³⁵If they want to inquire about something, they should ask their own husbands at home; for it is disgraceful for a woman to speak in the church. ³⁶Did the word of God originate with you? Or are you the only people it has reached?

- I Timothy 2:11-15

- A woman should learn in quietness and full submission. ¹²I do not permit a woman to teach or to have authority over a man; she must be silent. ¹³For Adam was formed first, then Eve. ¹⁴And Adam was not the one deceived; it was the woman who was deceived and became a sinner. ¹⁵But women^[a] will be saved^[b] through childbearing—if they continue in faith, love and holiness with propriety.

- Acts 1:23

- So they proposed two men: Joseph called Barsabbas (also known as Justus) and Matthias.

- I Corinthians 16:2

- On the first day of every week, each one of you should set aside a sum of money in keeping with his income, saving it up, so that when I come no collections will have to be made.

- I Corinthians 9:14

- In the same way, the Lord has commanded that those who preach the gospel should receive their living from the gospel.

- I Corinthians 4:1

- So then, men ought to regard us as servants of Christ and as those entrusted with the secret things of God.

- I Corinthians 9:8-14

- Do I say this merely from a human point of view? Doesn't the Law say the same thing? ⁹For it is written in the Law of Moses: "Do not muzzle an ox while it is treading out the grain."^[a] Is it about oxen that God is concerned? ¹⁰Surely he says this for us, doesn't he? Yes, this was written for us, because when the plowman plows and the thresher threshes, they ought to do so in the hope of sharing in the harvest. ¹¹If we have sown spiritual seed among you, is it too much if we reap a material harvest from you? ¹²If others have this right of support from you, shouldn't we have it all the more?

But we did not use this right. On the contrary, we put up with anything rather than hinder the gospel of Christ. ¹³Don't you know that those who work in the temple get their food from the temple, and those who serve at the altar share in what is offered on the altar? ¹⁴In the same way, the Lord has commanded that those who preach the gospel should receive their living from the gospel.

Footnotes:

- [1 Corinthians 9:9](#) Deut. 25:4

- I Timothy 5:18

- For the Scripture says, "Do not muzzle the ox while it is treading out the grain,"^[a] and "The worker deserves his wages."^[b]

Footnotes:

- [1 Timothy 5:18](#) Deut. 25:4
- [1 Timothy 5:18](#) Luke 10:7

- Hebrews 13:17
 - Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you.
- I Timothy 5:19
 - Do not entertain an accusation against an elder unless it is brought by two or three witnesses.
- Matthew 7:15
 - Watch out for false prophets. They come to you in sheep's clothing, but inwardly they are ferocious wolves.
- Hosea 4:6
 - my people are destroyed from lack of knowledge.
 "Because you have rejected knowledge,
 I also reject you as my priests;
 because you have ignored the law of your God,
 I also will ignore your children.
- I Timothy 3:7
 - He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Appendix B

Robert's Rules of Order

Summary Version for Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

* Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr. /Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

* Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

* Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

* The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone

* The member moving the "immediately pending question" is entitled to preference to the floor!

* No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

* All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

* The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

* Point of Privilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

* Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

* Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

* Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

* Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

* Main Motion: Brings new business (the next item on the agenda) before the assembly

* Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

* Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

* Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

* Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

* Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

* Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

- * Limit Debate: Closing debate at a certain time, or limiting to a certain period of time
- * Postpone to a Certain Time: State the time the motion or agenda item will be resumed
- * Object to Consideration: Objection must be stated before discussion or another motion is stated
- * Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- * Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- * Reconsider: Can be made only by one on the prevailing side who has changed position or view
- * Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- * Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred
- * Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- * Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- * Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified