

Redeemer Evangelical Lutheran Church

The Constitution

And Bylaws Of

Redeemer Lutheran Church

210 South Oneida Street

Mail Address: 205 Hudson Street

Green Bay, WI 54303

Revised: February 2005

**The Constitution and Bylaws
Of Redeemer Lutheran Church**
Revised February 6, 2005

The Constitution
Preamble

Whereas according to the Word of God it is the duty of Christians

- a) To fellowship with those who confess the true faith (Acts 2:42-47; Hebrews 10:24-25; I John 2:19; I Corinthians 1:10-11);
- b) To endeavor to keep the unity of the Spirit in the bond of peace (Ephesians 4:3-6);
- c) To administer the Office of the Keys as a body (Matthew 18:17; John 20:22-23)
- d) To conduct all the affairs of such body "decently and in order" (I Corinthians 14:40);

Therefore we, in agreement with the principles outlined above, declare ourselves united as a congregation and herewith 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 name of this congregation shall be REDEEMER EVANGELICAL LUTHERAN CHURCH located at Green Bay, Wisconsin. (Incorporated June 10, 1937 at 10:45 a.m.)

Article II – Affiliation

This congregation shall be affiliated with the Lutheran Church – Missouri Synod.

Article III – Purpose

The purpose of this congregation shall be:

- a) To serve its members and to build the kingdom of God by preaching of the Word of God, by the administration of

the Sacraments, by the religious instruction of youth and adults, according to the confessional standard of the Lutheran Church (Article IV), and by due application of church discipline according to Matthew 18;

- b) To share the Gospel with the unchurched of the community by an active program of local evangelism (Acts 1:8);
- c) To spread the kingdom of God in all the world by adequately supporting the work of District and Synod (Matthew 28:19-20);
- d) To promote Christian fellowship and love.

Article IV – Confession

This Congregation acknowledges and accepts:

- a) All the canonical books of the Old and New Testaments as revealed Word of God, verbally inspired, and as the only rule of faith and life; and
- b) The Confessional Writings of the Lutheran Church, contained in the Book of Concord of the year 1580, as the true and genuine exposition of the doctrines of the Bible. These Confessional Writings are the Apostles', Nicene, and Athanasian Creeds, the Unaltered Augsburg Confession, the Apology of the Augsburg Confession, the Smalcald Articles, Luther's Large and Small Catechisms, and the Formula of Concord.

Article V – Membership

The membership of the congregation consists of the following:

- A. BAPTIZED MEMBERSHIP – Baptized members are all members who have received Christian baptism including the children on the membership rolls who have not yet publicly confirmed their baptismal vows.
- B. COMMUNICANT MEMBERSHIP – The communicant membership consists of those
 1. Who are baptized;
 2. Who accept all canonical books of the Old and New Testaments as the only divine rule and standard of faith and life;

3. Who are familiar with Luther's Small Catechism and have declared their acceptance of it;
 4. Who permit themselves to be fraternally admonished and corrected when they have erred and who submit to the rules and regulations adopted by this congregation, provided these are not contrary to God's Word;
 5. Who are not members, affiliates, or supporters of secret societies or other organizations conflicting with the Word of God.
- C. VOTING MEMBERSHIP – The voting membership consists of all communicant members
1. Who have familiarized themselves with the Constitution and Bylaws;
 2. Who have been accepted by the Voters' Assembly,
 3. Who have signed the Constitution and Bylaws.

Article VI – Duties of Members

It shall be the duty of every member of this congregation:

- A. To study the Word of God diligently;
- B. To attend services and worship the Triune God faithfully and regularly;
- C. To lead a Christian life and not to live in manifest works of the flesh (Galatians 5:19-21);
- D. To partake of the Lord's Supper frequently after their confirmation;
- E. To contribute regularly and faithfully, as God has prospered them, toward the building of Christ's kingdom in the congregation and in all the world;
- F. To devote their time and talents to the extension of the kingdom of God;
- G. For the sake of love and peace, to submit to the decisions of the congregation;
- H. To use such educational agencies as are provided by the congregation;
- I. To attend meetings of the Voters' Assembly regularly, if a voting member.

Article VII – Powers of the Congregation

- A. General – The congregation as a body, through the Voter's Assembly, shall have supreme power to administer and manage all its external and internal affairs. The establishment and conduct of all institutions and organizations within the congregation, such as a parochial school, Sunday School, youth societies, ladies' organizations, choir, etc., shall at all times be subject to the approval and supervision of the congregation. The congregation, however, shall not be empowered to decide anything contrary to the Word of God and the Confessions of the Lutheran Church (Article IV) and any such decision shall be null and void.
- B. Right of Calling – The right of calling pastors and teachers shall be vested in the congregation. Pastors and teachers shall be called by the congregation in a regular or special meeting of the Voters' Assembly.
- C. Decisions – Matters of doctrine and conscience shall be decided by the Word of God; other matters shall be decided by the Voter's Assembly by a majority vote unless otherwise specified by the Constitution or Bylaws.
- D. Property Rights – All rights to the property of the congregation are vested in the congregation. Should dissension and strife arise which the congregation cannot bring to a peaceful conclusion, it shall seek the advice and assistance of the Lutheran Church – Missouri Synod with which it is affiliated. If even then a separation or division cannot be avoided, the property of the congregation and all benefits therewith connected shall remain with those members who continue to adhere to the Confessions mentioned in Article IV and who retain membership in the Lutheran Church – Missouri Synod.

Article VIII – The Offices of Pastor and Teacher

The office of pastor in this congregation and that of a called teacher shall be conferred upon such ministers, teachers, and candidates only as profess and adhere to the confessional standard set forth in Article IV of this Constitution and have been declared eligible by Synod.

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Pastors and teachers shall, in the Call extended to and accepted by them, be pledged to this confessional standard.

Article IX – Officers

- A. General – The officers of this congregation shall be such officers, boards, or committees as the Bylaws of this congregation may prescribe.
- B. Powers of Officers – Congregational officers or committees, whether elected or appointed by the voters, shall have no authority beyond that which has been conferred upon them, and whatever power may have been delegated to them may at any time be altered or revoked by the voters.
- C. Removal from Office – Any officer, pastor, or teacher may be removed from office by the congregation in Christian and lawful order, for one of the following reasons: persistent adherence to false doctrine, scandalous life, and willful neglect of his official duties or inability to perform them.

Article X – Doctrinal Literature

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

Article XI – Amendments

Amendments to this Constitution and the Bylaws and changes in the Articles of Incorporation may be adopted at a regular or special meeting of the Voters' Assembly, provided:

- 1. That they do not conflict with the provisions laid down in Article IV or with any section of any other article that pertains to Scriptural doctrine and practice; and
- 2. That the proposed amendment has been submitted in writing at two subsequent meetings of the Voters' Assembly. The vote of the proposed amendment(s) shall be taken at the second meeting.

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- 3. The affirmative vote of a two-thirds majority of the voting membership present at the meeting of the Voters' Assembly shall be required for the adoption of an amendment.

Article XII – Bylaws

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

Approved By: Board of Directors
North Wisconsin District
November 2005

The Bylaws

Article I – Membership

Admission into membership

A. Baptized into membership

1. By Baptism - Persons received by the Sacrament of Baptism in this congregation become baptized members.
2. By Transfer – Baptized persons coming with a letter of transfer from a congregation in church fellowship may be received into baptized membership by the Church Council or the Voters' Assembly.
3. By Request – Other baptized persons who have no church affiliation and who have come under the spiritual care of this congregation may be received into baptized membership by the pastor.

B. Communicant membership

1. By Confirmation – Persons received by the sacred act of confirmation in this congregation become communicant members.
2. By Transfer – Persons coming with a communicant letter of transfer from a congregation in church fellowship may be received by the Voters' Assembly or the Church Council.
3. By Profession of Faith – Other persons shall submit their application to the pastor and having given satisfactory evidence of qualifications for communicant membership to the pastor, shall be received as communicant members, by action of the Voters' Assembly or the Church Council.

C. Voting membership.

1. Reception – All communicant members are eligible to become voting members and upon their acceptance at first meeting shall sign the Constitution
2. Duties – It shall be the duty of every member to attend the meetings of the Voters' Assembly. By failing to attend a meeting members waive the right to cast their vote during that meeting. They shall accept

nomination for office, committee appointments, etc., if possible, and generally participate in the business of the Voters' Assembly.

Termination of Membership

A. Baptized and Communicant Membership

1. Transfer to Other Congregations - Members desiring to join a congregation in church fellowship shall present their request for transfer to the pastor or Church Council, to whom authorization is given to consider such requests and to issue a transfer. Such transfer of membership shall be reported to the Voters' Assembly in a subsequent meeting.
2. Joining Other Churches – In cases where members have joined another congregation outside our own fellowship, they shall, upon the recommendation of the pastor and elders, be considered such as having terminated their membership and their names shall be removed from the membership list by a resolution of the Voters' Assembly or Church Council.
3. Whereabouts Unknown – If members move away or leave this congregation without applying for release or transfer, and no contact with them can be established within a year, their names shall be removed from the membership list by the Church Council, and forthwith such membership is terminated.
4. Excommunication and Self-Exclusion – Any member who conducts himself in an unchristian manner shall be admonished according to Matthew 18:15-20. If after proper admonition he refuses to amend his sinful life, he shall be excommunicated. If the member refuses to appear at the Voters' meeting or to meet with a smaller group officially acting for the voters to discuss his case, he has thereby excluded himself. A unanimous vote shall be required for every resolution by the Voters' Assembly for excommunication or self-exclusion. Excommunication or self-exclusion terminates membership. When such excommunicated or self-excluded person repents of his sins and seeks

forgiveness from God and the congregation, he shall be reinstated.

5. Any communicant who has attended only a few or no church services and has not partaken of the Lord's Supper in any calendar year, except in cases of prolonged illness or other misfortune, shall be admonished. If there is no evident response to such admonition and the neglect of the means of grace continues during a second year, such a person shall be excommunicated, or excluded from church membership. 1-20-57 and 5-11-60
6. Status – A person whose membership has been terminated has forfeited all rights of a member of this congregation and all claims upon the property thereof, so long as he is not reinstated into membership.

B. Voting Membership

Voting membership is terminated by termination of communicant membership.

Article II – Meetings

- A. Regular meetings of the Voters' Assembly shall be held quarterly. The regular meeting of the Voters' Assembly during the month of January shall be designated as the annual meeting.
- B. Regular meetings of the Voters' Assembly shall be announced by word or in the bulletin in all church services on the preceding two Sundays or by a mailing to the membership. Whenever a meeting has been thus announced, the voting members present constitute a quorum. In all matters not already decided by the Word of God the majority rules, except in the case of amendments and changes as specified in Article XI of the Constitution.
- C. Special meetings of the Voters' Assembly as well as meetings of the Church Council may be called by the Board of Elders or by the pastor or by the Chairman of the congregation, as the need arises. Special meetings of the Voters' Assembly and their purpose shall be

announced in at least one public service or by a mailing to the membership.

- D. On any matter which comes before the Voters' Assembly for consideration or for a vote, any communicant member of the congregation, male or female, 18 years or older may request that an opinion poll be taken by ballot; such an opinion poll shall be advisory to the voters and shall provide a means for all members to be heard and to have input before a decision is made by the voters.

Article III – Calling of Pastors and Teachers

- A. In case of a vacancy in the position of the pastor or teacher a Call Committee shall be appointed by the Board of Elders for the pastor, or the Board of Education for the teacher. The committee shall notify the President of the District of Synod that he may assist in filling the vacancy,
 1. By giving counsel in regard to the calling of a new pastor or teacher;
 2. By suggesting names of candidates for consideration.
- B. At a meeting of the Voters' Assembly properly convened, names of candidate or candidates for the proposed office shall be submitted by the Call Committee for consideration. Any voter is entitled to make nominations.
- C. The election of a pastor or teacher from the list of candidates chosen by the Call Committee and congregation shall be by ballot, if more than one candidate is involved. The candidate receiving more than half of all votes shall be considered elected. The election shall, if possible, be made unanimous by a voice vote, and the Call shall be sent to the pastor or teacher elect.

Article IV – Election of Congregational Officers

A nominating committee of five (5) members (plus the pastor(s) as advisory member) shall annually be selected by the Council at its August meeting. This committee shall present a slate of candidates at the October congregational

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meeting. The slate proposed by the nominating committee shall consist of at least two names of voting members for each office. The annual election shall be by ballot and shall take place at the October meeting. To be elected, a candidate must receive a majority of the votes. The elected officers shall assume their respective duties on January first. Officers shall be elected for terms specified in these Bylaws and shall hold office until their successors have assumed their offices.

Article V – Officers

The officers of this congregation shall be: a Chairman; a Vice-Chairman; a Secretary; a Treasurer; the Board of Elders; the Board of Trustees; and the Board of Parish Education; and such other officers and boards as may be necessary to effectively promote and carry out the work of the church by a definite program.

Article VI – Church Council

The Church Council shall be comprised of all elected officers and board members of the congregation. The Council also includes the Chairmen of all appointed permanent committees and the Sunday School Superintendent. The pastor(s) and all called teachers shall be ex-officio members of the Council.

It shall be the duty of the Church Council to meet monthly (more often in emergencies) to consider and act upon all matters pertaining to the spiritual and material welfare of the congregation as presented by the various boards and to present recommendations to the congregation if required. It shall annually appoint an auditing committee.

The individual board secretaries must file board-meeting minutes in the church office.

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All boards shall present to the Church Council any open paid positions in the staff. The Council shall decide if and when the empty positions should be filled.

Council meetings are open to all congregation members but must have the approval of the Chairman to address the Council.

Article VII – Terms of Officers

1. The term of office of the Chairman, Vice-Chairman, Secretary, and Treasurer, shall be two (2) years, eligible for re-election for not more than three consecutive terms.
2. Members of the Board of Elders, the Board of Trustees, and the Board of Parish Education shall be elected for a term of three (3) years, one third of the members to be elected each year. Board members shall be eligible for re-election for not more than two consecutive terms.
3. Elected officers, after serving the designated terms in the same office, shall not be eligible for election to any office for a period of one year.
4. If any office becomes vacant in the course of a term, the Church Council is to appoint a successor who is to serve in that capacity for the unexpired term.

Article VIII – Duties of Officers

1. Chairman and Vice-Chairman – The Chairman shall preside at all meetings of the Voters' Assembly and of the Church Council and see to it that all meetings are conducted in an orderly and Christian manner. If the Chairman desires to take part in the discussions, he shall turn the chair over to the Vice-Chairman or some other member during that time. In the absence of the Chairman, the Vice-Chairman shall perform the duties of the office. In the event of a vacancy in the office of the Chairman, the Vice-Chairman shall succeed to the office of the Chairman for the remainder of the term. Robert's

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rules of order shall govern our procedure. The Chairman and Vice-Chairman must be male members.

2. Secretary – The Secretary shall keep accurate minutes of the meetings of the Voters' Assembly and of the Council for the permanent records of the congregation, submit such record for approval, and shall perform other duties in keeping with the office.

The secretary must file Church Council and Voters' Assembly meeting minutes in the church office.

3. Treasurer – The Treasurer shall promptly pay all bills authorized by the Trustees and salaries authorized by the congregation and shall make regular monthly remittances of mission offerings to the District Treasurer. Treasurer shall keep accurate records of receipts and disbursements of the congregation in books, which shall be and remain the property of the congregation. All of these books shall be audited annually, and a report of such audit shall be submitted to the congregation.

The Treasurer shall submit a report at each Council and Voters' Assembly meeting. Such report shall show actual receipts and disbursements compared with budgeted amounts.

4. Board of Elders – The Board of Elders shall be male and consist of at least six members. They shall organize annually and elect a chairman.

They shall:

- a. Assist the pastor in all matters pertaining to the spiritual welfare of the congregation.
- b. Consider complaints and grievances of members of the congregation if Matthew 18:15-16 has been fully observed and shall report to the congregation those which cannot be otherwise adjusted, in accordance with Matthew 18:17-18.

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- c. Make every effort to induce members who have been negligent in their attendance at services, in the use of the Sacraments, and the financial support of the church, to mend their sinful ways and fully enjoy the rights and privileges of their membership.
 - d. Be an example of Christian conduct and life.
 - e. See to it that all services are conducted in such a manner as to avoid needless disturbances and to foster an attitude conducive to worship among those in attendance.
 - f. Assist the pastor in arranging for pulpit assistance, special services, and guest speakers.
 - g. See to it that proper ushering is provided for all services.
5. Board of Evangelism – The Evangelism Committee shall consist of at least three members appointed by the Council. These appointments shall be reviewed annually. They shall organize themselves annually and elect their own chairman and secretary. One member of the Board of Elders shall be an advisory member of this Board and shall report its activities to the Church Council and the Voters' Assembly. It shall be the duty of this Board to:
 - a. Plan, promote, and carry out an evangelism in the congregation and in the community.
 - b. Plan and supervise religious surveys of the community.
 - c. Arrange for the maintenance of record files in order to keep an evangelism program active.
 - d. Enlist aid in visiting prospective members of the church.
 - e. Assist the pastor in training the laity to bring the unchurched to the pastor's instruction classes.
 - f. Integrate new members into the life and work of the church.
 6. Board of Trustees - The Board of Trustees shall consist of at least six members. They shall organize themselves

annually and elect a chairperson, vice chairperson and secretary/treasurer.

- a. The Trustees shall be the legal representatives of the congregation and the custodians of all its property, including all valuable papers as deeds, documents, insurance policies, certificates of incorporation, etc.
 - b. At Voters meeting they shall report to the congregation all property improvement and replacement expenditures.
 - c. They shall pursue property improvements to maintain the congregation property in a safe operating condition and in an economical manner.
 - d. They shall make loans for the congregation when authorized by the congregation to do so.
 - e. They shall provide leadership and guidance to congregation maintenance and cleaning employees.
 - f. In short, they are to transact all business of the congregation assigned to them by the Voters' Assembly. The congregation is to be directly responsible with its property for whatever the Trustees do in conformity with its resolutions and instructions and is in no such case to permit the Trustees to suffer any personal loss whatsoever.
7. The Board of Parish Education – This Board shall consist of at least six members. The pastor(s), and parochial school principal shall be advisory members of this board.

The Board shall organize immediately after election for the purpose of electing a chairperson and a secretary. The Board shall hold regular meetings. The Board shall:

- a. Concern itself with a program of Christian education for all age levels (preschool, school age, youth, adult, older adults.)
- b. Work for the strengthening of the Christian home.
- c. Encourage the congregation to set up agencies and organizations to help the parish best perform its educational task for each specific age level.

- d. Give attention to enrollment, attendance of pupils and soul accounting.
 - e. Review and appraise all phases of the educational program and plan for improvements on the basis of such regular appraisals.
 - f. Bring to the attention of the Voters' Assembly the needs of facilities and equipment for all education agencies.
 - g. See that all agencies of Christian education are receiving proper and adequate financial support.
8. Stewardship Directors and Redeemer Callers – The Stewardship Directors shall consist of a minimum of ten members appointed annually by the Board of Elders and approved by the Council. The Board shall elect its own Chairman and meet regularly. The Chairman shall be a member of the Council.

It shall be the duty of the Board to:

- a. Discover the talents of the membership and enlist them in the congregational program.
- b. Assist in the training of lay workers.
- c. Sponsor stewardship and mission talks, discussions, conferences, movies, etc., in the congregation and its organizations.
- d. Work in close cooperation with the circuit and District stewardship committees and encourage larger attendance at circuit meetings.
- e. Fully inform the members of their local congregation's program and opportunities to lengthen their outreach into all the world through District and Synod.
- f. Give the members of the congregation a clear vision of the world's need of Christ and how they can supply that need.
- g. Instruct the people in the grace of proportionate giving to God's work in their parish and in the world.
- h. Aid in planning successful Mission Sundays.

9. Planning Council – The chairmen of all boards and committees, the pastor(s), the principal of the parochial school, the chairman of the congregation, the chairman of all auxiliary organizations in the congregation shall constitute the Planning Council, which shall meet annually at the call of the pastor to plan the parish program for the year, draw up the church calendar, and provide meeting nights for the various groups in the church. Ordinarily, the Planning Council will meet in early summer and plan the program for the year beginning in September and closing in August.
10. Youth Committee – The Youth Committee shall assist the pastor and youth counselor in arranging and supervising an effective youth program. It shall be comprised of at least three couples, who shall choose their own Chairman. The Chairman of this committee shall be a member of the Church Council.
11. Auditing Committee – The Auditing Committee shall be appointed by the Church Council in December, it shall audit all the books and accounts of the Treasurer, Financial Secretary, all school and society financial accounts prior to the annual meeting, and report its finding to the congregation. The annual report of the Treasurer, the Financial Secretary, all school and society financial accounts shall also be examined by this committee and approved by its signature if the reports and the books balance.
11. Budget Committee – The Budget Committee shall be comprised of five members appointed by the Church Council. This Committee shall meet with the Treasurer and Chairman of the Board of Stewardship and draw up a list of anticipated expenses and propose goals for debt retirement.

12. Publicity and Public Relations Committee – This Committee shall be comprised of three members appointed by the Church Council, whose duties shall be:
- a. It shall represent the congregation in sending greetings, commendations, criticism, or any other messages which may be in order.
 - b. It shall be responsible for the publication and distribution of the Yearbook.
13. Sunday School Superintendent – The Sunday School Superintendent shall in conjunction with the Pastor, supervise the Sunday School, and with the help of the Board of Parish Education select and appoint the necessary Sunday School Teachers, arrange for their proper training, see that proper facilities and materials are provided and perform such other duties usually performed by a Sunday School Superintendent shall be appointed by the Council. This appointment will be reviewed annually.
15. The Board of Fiscal - The Board of Fiscal shall be comprised of the chairman of the Elders, Trustees and Education Boards plus the Chairman of the Church and the Treasurer. The Pastor and Principal of the school shall be advisory members. The Board shall meet the first Sunday of each month. The Treasurer shall serve as Chairperson of this Board.
- The Board shall decide which requisitions to approve as an expense to the General church Budget. The Elder, Trustee and Education Boards shall submit to the Fiscal Board requisitions for all non-routine and non-emergency proposed purchases with an estimate cost of more than \$150.
16. The Endowment Fund Committee - The committee shall consist of five elected voting member and the Treasurer of the congregation. The chairman of the congregation and the pastor(s) shall be ex-officio members.

The church council shall elect five voting members to the committee for a term of three years. A member shall not serve more than three full or partial consecutive terms. The committee shall meet at least quarterly.

The endowment fund shall be promoted and managed by the Redeemer Lutheran Church Endowment Fund Committee as detailed in "The Redeemer Lutheran Church Endowment Fund" document.

Article IX – Changes in Regulations

The congregation may from time to time adopt, alter, or amend rules and regulations (or directives) for the guidance of officers and committees in their work.

Article X – Order of Business

The following shall be the order of business for the regular meetings of the Voters' Assembly and Church Council.

1. Devotion
2. Reading of Minutes
3. Pastor's Report including membership changes.
4. Treasurer's Report
5. Board of Elders' Report
6. Evangelism Committee Report
7. Board of Trustees' Report
8. Board of Parish Education Report
9. Principal's Report
10. Stewardship Directors Report
11. Youth Committee Report
12. Unfinished Business
13. New Business
14. Adjournment
15. Prayer

Approved By: Board of Directors
North Wisconsin District
November 2005